



**Metropolitan Community College- Kansas City
Transcript Request Form**

Transcripts are mailed within 3 business days of request. There is **no charge** for MCC transcripts. Due to the Federal Educational Rights and Privacy Act (FERPA), students may only request their own transcript, unless they have given written approval which includes a signature, or granted access privileges.

Transcripts can be accessed and requested on-line by going to www.mcckc.edu, selecting myMCCCKC, and entering the student UserID and Password.

-or-

The student may complete this form and submit it by mail or fax to:

**Student Data Center
Metropolitan Community College
3200 Broadway
Kansas City MO 64111**

Fax: 816/759-1149

This form may also be submitted in person to any MCC campus Enrollment or Student Services Center.

Name/Address:

Last Name First Name Middle Initial Previous Names

Current Street Address Student ID (or last four digits of SSN) Date of Birth

City State Zip Code Daytime Phone Number

E-mail Address

Signature to request transcripts Date

Send _____ Transcript(s) to:
(Quantity)

Attn: School/Name

Address

City State Zip Code

Check All That Apply

Currently Enrolled

Currently a High School Dual Credit Student

Please send immediately

Send once grades are posted (Circle one): Fall Spring Summer

Send once degree/certificate is awarded (Circle one): Fall Spring Summer