
Request for Academic Transcript

Fill out this request completely. Failure to do so could result in request not being processed. Send this request to your *prior* school(s), including high school. Before mailing, contact your school for transcript fee information. Transcripts must be in a sealed envelope and mailed to the Student Data Center, not to the student. For the Missouri A+ program, high school transcripts must show grade 12 final grades and actual date of graduation with the official A+ seal.

This record is needed by Metropolitan Community College to complete MCC enrollment. Please enclose this form with the transcript and mail to: **Student Data Center, Metropolitan Community College, 3200 Broadway, Kansas City, Missouri 64111.**

Name: (Last)		First	MI
Previous Last Name(s)	Birthdate	Social Security Number	
Phone Number	Dates of Attendance		
Current Address			
City	State	Zip Code	

Regulations require the student's signature to release a transcript.

Student's Signature	Date
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