



HIGHLAND COMMUNITY COLLEGE

TRANSCRIPT REQUEST

WWW.HIGHLANDCC.EDU

*All Transcripts are Free

PERSONAL INFORMATION Please print clearly

Legal name

First Middle Last Other

Address

Street Address

City State Zip

Social Security Number Date of Birth Phone
_____/_____/____ (____) _____

STUDENT SIGNATURE REQUIRED

No official transcript is issued to or for a student who is indebted to the college until such indebtedness has been paid in full.

Student Signature (Digital signatures are not accepted)

Number of Transcripts Requested: _____

Send Transcripts: Now Hold for Grades Hold for Degree

Not Currently Enrolled: Dates of Attendance

Start Year: _____ End Year: _____

Mail To:

Name

Address

City State Zip

Fax To: *It is the student's responsibility to make sure that the receiving institution will accept a faxed copy of your Highland Community College transcript as official.*

Name Fax Number

To have a transcript emailed, the request must be submitted through the National Student Clearinghouse website at www.studentclearinghouse.org. There is a fee of \$2.50 for processing.

If you attended the Highland Technical Center prior to FALL 2009, you will need to send the request to:

Highland Community College Technical Center: 1501 West Riley, Atchison, KS 66002: Fax: (913) 367-3107

Request your Highland Community College transcript by:

Mail to:
Highland Community College
Registrar's Office
606 W. Main
Highland, KS 66035

Fax to:
(785) 442-6106

Email:
Registrar@highlandcc.edu