



# 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](http://www.studentclearinghouse.org). There is a fee of \$2.25 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: (785) 442-6239

**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