

# 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](http://www.mcckc.edu), selecting myMCCCKC, and entering the student UserID and Password.

-or-

The student may complete this form and submit it by mail, fax, or in person to one of the following MCC Campuses:

<b>Blue River Records Office</b>	20301 E. 78 Highway, Independence, MO 64015	Fax: 816-220-6511	Voice: 816-604-6588
<b>Business &amp; Technology Student Services</b>	775 Universal Avenue, Kansas City, MO 64120	Fax: 816-482-5256	Voice: 816-604-5200
<b>Longview Records Office</b>	500 SW Longview Road, Lee's Summit, MO 64081	Fax: 816-672-2040	Voice: 816-604-2244
<b>Maple Woods Records Office</b>	2601 NE Barry Road, Kansas City, MO 64156	Fax: 816-437-3351	Voice: 816-604-3100
<b>Penn Valley Business &amp; Student Records</b>	3201 Southwest Trafficway, Kansas City, MO 64111	Fax: 816-759-4478	Voice: 816-604-4100

### 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