

Kankakee Community College Transcript Request

TRANSCRIPT DELIVERY (Check one):

- \$5 - Standard mail, sent the next business day
- \$5 - Pickup in person – same day
- \$5 - Send electronically (include emails, at right)
- Waived – KCC employee/retiree/dependent (See note)

Financial obligations and transcript fee must be paid. Use a separate request for each organization or individual.

Social Security number or ID number: _____

Student's signature: **X** _____

Date requested: _____ Date of birth: _____

Name: _____

Last First Middle

Present address _____

City State ZIP code

Previous name Phone _____

Please mail ____ copies of my transcript to:

Organization or individual _____

Department or individual _____

Address _____

City State ZIP code

Check one:

- Send now
- Hold until **final grades** of _____ sem./term
- Hold until **degree/certificate** is recorded.

If sending electronically:

Student email: _____

Recipient's email: _____

Notes:

If the college/university does not participate in the electronic exchange program, KCC will treat the request as a next day business mailing.

The transcript fee will be waived if the transcript will be sent to an educational institution; and is for a full-time KCC employee, retiree, or dependent child of a KCC employee/retiree up to the age of 26.

A Co-Curricular Transcript is a document created by the student which lists his/her activities, honors and awards. Please see KCC Student Life for assistance with creating this document.

- I created a Co-Curricular Transcript, please include it with my Academic Transcript.

OFFICE USE ONLY

Obligations: Cleared—Date: _____ By: _____

No. of transcripts issued: _____ Fees: _____ Date: _____

By: _____ Receipt no.: _____

Transcript sent: Date: _____ By: _____