

Kankakee Community College
Transcript Request

TRANSCRIPT DELIVERY (Check one):

- Official (\$5 per copy) – Standard mail, sent the next business day
- Unofficial (\$5 per copy) – Standard mail, sent next business day
- Waived – KCC employee/retiree/dependent (see note)

Want to send electronically? Go to getmytranscript.com and order online.

Transcript fee must be paid. Use a separate request for each organization or individual.

Student ID: _____ **or Social Security No.:** _____

Student's Signature: X _____ **Check Box to Update School Record**

Name: _____
Last First Middle

Date Requested: _____ Date of Birth: _____ Previous Name: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ ZIP Code: _____

Phone Number: _____ Email: _____

Number of Copies: _____

Notes: 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

Recipient Information

School, Organization, or Individual: _____

Department or Individual: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ ZIP Code: _____

OFFICE USE ONLY	
Obligations: <input type="checkbox"/> Cleared	Date: _____ By: _____
No. of transcripts issued: _____	Fees: _____ Date: _____
By: _____	Receipt No. _____
Transcript sent date: _____	By: _____