



MCC TRANSCRIPT REQUEST

PLEASE PRESS FIRMLY— 2 PART FORM USE SEPARATE FORMS FOR EACH REQUEST

FOR OFFICE USE ONLY

Reviewed by: _____ ☐ Check for MACRAO

☐ Address changed ☐ Name changed

■ CHECK ONE BOX:

☐ Forward transcript to address on bottom of form
(no fee)
Allow 3 Business days for processing

☐ Transcript On-Demand (\$5.00 fee)

■ **CHECK ONE BOX:**

☐ Transcript sent to another college, company, or agency

☐ Transcript issued to student (transcript will be stamped "Issued to Student")

■ CHECK APPROPRIATE BOXES BELOW:

- ☐ Academic (credit classes)
- ☐ Check for MACRAO
- ☐ Non-academic credit (Workforce & Continuing Ed)
- ☐ NUMBER of transcripts requested
- ☐ Separate envelopes (if more than one requested)
- ☐ HOLD FOR PICK UP ON:

☐ HOLD until certificate or degree is posted
(Academic ONLY)☐ HOLD until current term grades are posted☐ Fall☐ Winter☐ Spring /Summer

PLEASE NOTE: **Transcripts are not faxed**

7-DIGIT MACOMB I.D. NO.						

OR

STUDENT I.D. NUMBER (SOC. SEC. NO.)									

[illegible]

PRIOR LAST NAME																					

If you have a name or address change since you last attended Macomb, you must include a copy of your driver's license (front and back) to up-date your academic record.

[illegible][illegible][illegible]

COUNTY WHERE YOU RESIDE									

AREA CODE				HOME PHONE					

AREA CODE				BUSINESS PHONE					

AREA CODE				CELL PHONE					

MO	DAY	YEAR		
DATE OF BIRTH				

EMAIL ADDRESS

Bring or mail your completed form to:

**MACOMB COMMUNITY COLLEGE
CENTER CAMPUS
ENROLLMENT OFFICE G 120
44575 Garfield Rd.
Clinton Twp., MI 48038-1139**

MACOMB COMMUNITY COLLEGE
SOUTH CAMPUS
ENROLLMENT OFFICE G 301
14500 E. 12 Mile Rd.
Warren, MI 48088-3896

NOTE: IN ACCORDANCE WITH THE FAMILY EDUCATIONAL RIGHTS AND
PRIVACY ACT OF 1974, TRANSCRIPTS CAN BE RELEASED ONLY UPON
WRITTEN AUTHORIZATION OF THE STUDENT.

X

STUDENT SIGNATURE AUTHORIZING ISSUANCE OF TRANSCRIPTS IS REQUIRED

DATE _____

Please forward transcript to: (please print)

	8	9	6	7



STUDENT IS RESPONSIBLE
FOR **COMPLETE** ADDRESS.