# Transcript Request Form

**CONTINUING EDUCATION (NON-CREDIT)**

**JOHNSON COUNTY COMMUNITY COLLEGE**

**TRANSCRIPT REQUEST**

Complete form in blue or black ink only.

<table>
<thead>
<tr>
<th>JCCC ID#</th>
<th>Date of Birth</th>
<th>Date of Request</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name: Last</th>
<th>First</th>
<th>Middle</th>
<th>Maiden/Other Names</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Student Signature Required</th>
<th>Home Phone</th>
<th>Work Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Are you currently enrolled at JCCC?**

- [ ] Yes
- [ ] No

**If not enrolled at JCCC, when did you last attend?**

- [ ] _____ Year
- [ ] Fall
- [ ] Spring
- [ ] Summer

**Special Instructions:**

- [ ] A. Process now, do not hold for semester grades
- [ ] B. Hold for end of ______ Term grades

**Check both A and B if applicable**

- [ ] C. Other Instructions _______________________

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**** COMPLETE THE FULL MAILING ADDRESS AND PRINT LEGIBLY **

**Note:** Student is responsible for correct address

**Send _____ no. of copies to:**

- **Name of institution or person to receive transcript**
- **Address**
- **Address**
- **City** [ ] State [ ] ZIP

**Send _____ no. of copies to:**

- **Name of institution or person to receive transcript**
- **Address**
- **Address**
- **City** [ ] State [ ] ZIP

**Send _____ no. of copies to:**

- **Name of institution or person to receive transcript**
- **Address**
- **Address**
- **City** [ ] State [ ] ZIP

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CONTINUING EDUCATION REGISTRATION OFFICE,
JCCC, 12345 College Blvd., Box 62, Overland Park, KS 66210
Phone: (913) 469-2323   Fax: (913) 469-4414

Transcripts will be issued within two weeks. **ALLOW AT LEAST FOUR WEEKS FROM THE END OF THE COURSE.**

All financial obligations must be reconciled before transcripts will be released.

Student signature required before transcripts can be released.

Pursuant to Federal Law 93-380, this personal information is transferred only on the condition that JCCC will not permit any other party to have access to such information without the written consent of the student.