

CONTINUING EDUCATION (NON-CREDIT) JOHNSON COUNTY COMMUNITY COLLEGE TRANSCRIPT REQUEST



Complete form in blue or black ink only.

JCCC ID# _____ Date of Birth _____ Date of Request _____

Name: Last _____ First _____ Middle _____ Maiden/Other Names _____

Address _____ City _____ State _____ ZIP _____

Student Signature Required _____ Home Phone _____ Work Phone _____

<p>Are you currently enrolled at JCCC? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If not enrolled at JCCC, when did you last attend? _____ Year <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer</p>	<p>Special Instructions:</p> <p><input type="checkbox"/> A. Process now, do not hold for semester grades</p> <p><input type="checkbox"/> B. Hold for end of _____ Term grades</p> <p>Check both A and B if applicable</p> <p><input type="checkbox"/> C. Other Instructions _____</p>
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**** COMPLETE THE FULL MAILING ADDRESS AND PRINT LEGIBLY ****
Note: Student is responsible for correct address

<p>Send _____ no. of copies to:</p> <p>_____ Name of institution or person to receive transcript</p> <p>_____ Address</p> <p>_____ Address</p> <p>_____ City State ZIP</p>	<p>Send _____ no. of copies to:</p> <p>_____ Name of institution or person to receive transcript</p> <p>_____ Address</p> <p>_____ Address</p> <p>_____ City State ZIP</p>
<p>Send _____ no. of copies to:</p> <p>_____ Name of institution or person to receive transcript</p> <p>_____ Address</p> <p>_____ Address</p> <p>_____ City State ZIP</p>	<p>Send _____ no. of copies to:</p> <p>_____ Name of institution or person to receive transcript</p> <p>_____ Address</p> <p>_____ Address</p> <p>_____ City State ZIP</p>

**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.

OFFICE USE ONLY
Date _____
Initial _____
Transcript Holds
Form Mailed _____
Postcard Mailed _____