



MOBERLY AREA COMMUNITY COLLEGE
TRANSCRIPT REQUEST FORM

****MACC will accept a hand carried transcript from a student as long as it is in a sealed envelope from the high school or college showing the return address.****

ATTENTION: RECORDS OFFICE

Please provide an official copy of your final high school transcript (GRADUATION DATE REQUIRED) and any college transcript(s) to:

MOBERLY AREA COMMUNITY COLLEGE
ATT: SANDY ANDERSON, ASSISTANT REGISTRAR
101 COLLEGE AVENUE
MOBERLY, MISSOURI 65270-1304

This record is needed by the college to complete my enrollment. Please have this official copy of my transcript sent as soon as possible.

NOTE: THIS FORM MUST ACCOMPANY MY TRANSCRIPT. Thank you!

(Please Print)

LAST NAME FIRST M.I.

ADDRESS

DATE OF BIRTH SOCIAL SECURITY NUMBER

Graduation or attendance (list the year and month)

Signature of Student

NOTE: You are responsible for providing this form to your high school and any colleges attended. Please provide an official copy of your final high school transcript (GRADUATION DATE REQUIRED) and any college transcript(s). Transcripts must be on file in the Office of Student Services by the 10th day of class in a semester or the equivalent thereof for a shorter session. It is strongly encouraged that you confirm that your former institution has processed this request and the transcript(s) has been received by contacting the Office of Student Services. MACC will accept a hand carried transcript from a student as long as it is in a sealed envelope from the high school or college showing the return address. Your cooperation and assistance is very much appreciated.