

Release of Unofficial Transcript

Instructions:

Current students who require an unofficial transcript can print a copy from their self-service portal.

Former students who are requesting a copy of their unofficial transcript must complete this form. **Their signature is required.** They have the option of having their transcript mailed or faxed.

If a student has contacted an area other than Student Services or the Records office for an unofficial transcript, please either give or email them the unofficial transcript request form or direct them to any Student Services location, the Career and Academic Skills Center or to the Records office (*only if the student indicates that they wish to pick one up in person*).

In person requests: Students who request a copy of their unofficial transcript at a Student Services location do not need to complete this form; however, they must present a **valid photo ID**.

Note: Only the Records office will mail or fax the unofficial transcript to the student.



Release of Unofficial Transcript

Current students who require an unofficial transcript can print a copy from their self-service portal. **Request received from current students will not be processed.**

Former students who are requesting a copy of their unofficial transcript please complete all sections of the form. **Signature is required.**

I am requesting that a copy of my unofficial transcript be released to me:

- ☐ Mailed to me
OR
☐ Faxed to me

Full Name (Printed): _____

MCC Student ID # _____

Phone number: _____

Fax Number: _____

Mailing address: _____

City, State, Zip: _____

Signature (required): _____ Date _____

Students may email this form to transcripts@mccneb.edu, or mail it to:
Metropolitan Community College, Records Office, P.O. Box 3777, Omaha NE 68103.
The Records office will fax or mail the unofficial transcript.