



Metropolitan Community College- Kansas City
Transcript Request Form

Transcripts are mailed within 3 business days of request. There is no charge for MCC transcripts. Due to the Federal Educational Rights and Privacy Act (FERPA), students may only request their own transcript, unless they have given written approval which includes a signature, or granted access privileges.

Transcripts can be accessed and requested on-line by going to www.mcckc.edu, selecting myMCCCKC, and entering the student UserID and Password.

-or-

The student may complete this form and submit it by mail or fax to:

Student Data Center
Metropolitan Community College
3200 Broadway
Kansas City MO 64111

Fax: 816/759-1149

This form may also be submitted in person to any MCC campus Enrollment or Student Services Center.

Name/Address:

Form fields for Name/Address: Last Name, First Name, Middle Initial, Previous Names, Current Street Address, Student ID (or last four digits of SSN), Date of Birth, City, State, Zip Code, Daytime Phone Number, E-mail Address, Signature to request transcripts, Date.

Send (Quantity) Transcript(s) to:

Form fields for Send Transcript(s) to: Attn, School/Name, Address, City, State, Zip Code.

Check All That Apply

- Checkboxes for: Currently Enrolled, Currently a High School Dual Credit Student, Please send immediately, Send once grades are posted (Circle one): Fall Spring Summer, Send once degree/certificate is awarded (Circle one): Fall Spring Summer.