

- You may submit your transcript request online, in person, by fax or mail.
- To order an official transcript online, click on Transcript Request in the Account Information link in myCougarTrax (located in myClackamas) or go to <http://www.getmytranscript.com> and select Clackamas Community College.
- Your signature is required with each transcript request
- Transcript requests are generally ready for pick-up or mailed within 3 business days of the date that your request is received. Your transcript may be delayed if your request is incomplete or if you have a "hold" on your account due to unmet obligations to the college.
- Picture ID is required for pick up of transcripts.
- If you have authorized someone to pick up your transcript for you, a letter stating this with your signature will be required.
- You may get a copy of your unofficial transcript at the Enrollment Services Center in Roger Rook Hall, or you can view and print your unofficial transcript in myClackamas (current students). Former students and alumni should go to www.clackamas.edu and click on Former Students & Alumni to access unofficial transcripts.

Transcript Info Line - 503-594-6102

Fax - 503-722-5864

PRINT YOUR NAME & ADDRESS
LAST, FIRST, INITIAL
ADDRESS
CITY, STATE & ZIP
PREVIOUS NAMES



DATE
TELEPHONE NO.
BIRTHDATE mm/dd/yy
YOUR STUDENT ID # OR SSN#
YOUR SIGNATURE

YEARS ATTENDED: FROM _____ TO _____	
<input type="checkbox"/> MAIL TRANSCRIPT IMMEDIATELY <input type="checkbox"/> WILL PICK UP TRANSCRIPT	<input type="text"/> <i>PICKUP DATE</i>
<input type="checkbox"/> PROCESS AFTER GRADES ARE POSTED <input type="checkbox"/> PROCESS AFTER GRADE CHANGE <input type="checkbox"/> PROCESS AFTER HONOR ROLL IS POSTED	<input type="text"/> <i>Course #</i>
<input type="checkbox"/> If you are giving someone else permission to pick up your transcript you must provide them with a release signed by you.	NUMBER OF OFFICIAL TRANSCRIPTS <input type="text"/> NUMBER OF UNOFFICIAL TRANSCRIPTS <input type="text"/> <input type="checkbox"/> PROCESS AFTER DEGREE IS POSTED <input type="checkbox"/> REQUESTING CEU RECORD

MAIL TRANSCRIPT TO: (Fill out separate request for each address)
NAME
ATTN:
ADDRESS
CITY, STATE & ZIP

OFFICE USE ONLY
Date Sent: _____
Hold: Stafford _____
Financial _____
Other _____

Return completed form to:

Mailing Address: **Clackamas Community College, Transcripts, 19600 Molalla Avenue, Oregon City, OR 97045**

Location: **Enrollment Services Center, Roger Rook Hall**

Phone: **503-594-6100** Email: **transcript@clackamas.edu**