

- The fastest way to order transcripts is online at www.parchment.com. Through this website, you can select Clackamas Community College and order official transcripts to be sent via email or postal mail, as well as printed for pick-up at Enrollment Services. Ordering an eTranscript is the preferred and fastest option. Official transcripts are offered free of charge regardless of which method you choose.
- Transcripts are generally ready for pick-up or sent within 3 business days of the date your request is received. Your transcript may be delayed if your request is incomplete or if you have a hold on your record due to unmet obligations to the college, such as an unpaid balance.
- Photo ID is required for pick-up of transcripts at Enrollment Services. If you have authorized someone else to pick up your transcript for you, a letter stating this with your signature is required.
- You may access your unofficial transcript through the student portal at www.my.clackamas.edu or by emailing transcript@clackamas.edu. If you request an unofficial transcript via email, your full name and date of birth is required.

STUDENT INFORMATION	
NAME (LAST, FIRST, MI)	PREVIOUS NAME(S)
STUDENT ID #/SSN	BIRTHDATE (MM/DD/YY)
ADDRESS (STREET, CITY, STATE, ZIP)	
PHONE #	EMAIL ADDRESS
YEARS ATTENDED (START to END)	NUMBER OF TRANSCRIPTS REQUESTED
CHOOSE A DELIVERY METHOD: <input type="checkbox"/> eTRANSCRIPT (PREFERRED) <input type="checkbox"/> MAILED TRANSCRIPT <input type="checkbox"/> PICK UP AT CCC	
SELECT ALL THAT APPLY: <input type="checkbox"/> SEND TRANSCRIPT IMMEDIATELY <input type="checkbox"/> PROCESS AFTER DEGREE IS AWARDED (Degree _____) <input type="checkbox"/> PROCESS AFTER GRADES ARE POSTED (Quarter _____) <input type="checkbox"/> PROCESS AFTER GRADE CHANGE (Course _____) <input type="checkbox"/> REQUESTING CEU TRANSCRIPT (Non-Credit Courses)	
TRANSCRIPT RECIPIENT INFORMATION (separate request form is required for each recipient)	
NAME	
ATTN	
EMAIL (FOR eTRANSCRIPT)	
ADDRESS (FOR MAILED TRANSCRIPT)	

Signature _____ **Date** _____

Return completed form to:
MAIL: Clackamas Community College, Enrollment Services,
 19600 Molalla Ave, Oregon City, OR 97045
IN PERSON: Enrollment Services, Roger Rook Hall Lobby
FAX: 503-722-5864
EMAIL: transcript@clackamas.edu

OFFICE USE ONLY
Date Sent:
Staff Initials: