

- You may submit your transcript request online, in person, by fax or mail. Transcript information line: 503-594-6102
- To order an official transcript online, go to myClackamas and click on the Account Information link, then Transcript Request, 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, such as an unpaid balance.
- Photo 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 may access unofficial transcripts through CougarTrax or by emailing transcript@clackamas.edu.

PLEASE PROVIDE THE FOLLOWING INFORMATION			
LAST, FIRST, INITIAL	PREVIOUS NAMES		
STUDENT ID #/SSN #	BIRTHDATE mm/dd/yy		
ADDRESS			
CITY, STATE, ZIP	PHONE #		
<p style="text-align: center;">YEARS ATTENDED: FROM _____ TO _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> MAIL TRANSCRIPT IMMEDIATELY <input type="checkbox"/> WILL PICK UP TRANSCRIPT*** <input type="checkbox"/> PROCESS AFTER DEGREE IS POSTED <input type="checkbox"/> PROCESS AFTER GRADES ARE POSTED <input type="checkbox"/> PROCESS AFTER GRADE CHANGE (Course: _____) <input type="checkbox"/> PROCESS AFTER HONOR ROLL IS POSTED <input type="checkbox"/> REQUESTING CEU RECORD </td> <td style="width: 50%; vertical-align: top;"> NUMBER OF OFFICIAL TRANSCRIPTS _____ NUMBER OF UNOFFICIAL TRANSCRIPTS _____ </td> </tr> </table>		<input type="checkbox"/> MAIL TRANSCRIPT IMMEDIATELY <input type="checkbox"/> WILL PICK UP TRANSCRIPT*** <input type="checkbox"/> PROCESS AFTER DEGREE IS POSTED <input type="checkbox"/> PROCESS AFTER GRADES ARE POSTED <input type="checkbox"/> PROCESS AFTER GRADE CHANGE (Course: _____) <input type="checkbox"/> PROCESS AFTER HONOR ROLL IS POSTED <input type="checkbox"/> REQUESTING CEU RECORD	NUMBER OF OFFICIAL TRANSCRIPTS _____ NUMBER OF UNOFFICIAL TRANSCRIPTS _____
<input type="checkbox"/> MAIL TRANSCRIPT IMMEDIATELY <input type="checkbox"/> WILL PICK UP TRANSCRIPT*** <input type="checkbox"/> PROCESS AFTER DEGREE IS POSTED <input type="checkbox"/> PROCESS AFTER GRADES ARE POSTED <input type="checkbox"/> PROCESS AFTER GRADE CHANGE (Course: _____) <input type="checkbox"/> PROCESS AFTER HONOR ROLL IS POSTED <input type="checkbox"/> REQUESTING CEU RECORD	NUMBER OF OFFICIAL TRANSCRIPTS _____ NUMBER OF UNOFFICIAL TRANSCRIPTS _____		
MAIL TRANSCRIPT TO: (Fill out separate request for each address)			
NAME			
ATTN			
ADDRESS			
CITY, STATE, ZIP			

Signature: _____ **Date:** _____

Return completed form to:

Mailing Address: Clackamas Community College, Registration & Records,
 19600 Molalla Avenue, Oregon City, OR 97045

Location: Enrollment Services Center, Roger Rook Hall

Fax: 503-722-5864

Email: transcript@clackamas.edu

OFFICE USE ONLY
Date Sent:
Hold Type: