


- You may submit your transcript request online, in person, by fax or mail.
- **NEW!** 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.
- There is a \$10.00 fee for each official copy of your transcript. This can be paid by cash, check or debit/credit card. Payment must accompany your request.
- 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 we receive your request. 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.
- There is a \$15.00 handling fee for faxing transcripts from CCC to another institution.
- You may get a copy of your unofficial transcript free of charge at the Enrollment Services Center in Roger Rook Hall, or you can view and print your unofficial transcript in myClackamas (current students).

**Transcript Info Line - 503-594-6102**

**Fax - 503-722-5864**

PRINT YOUR NAME & ADDRESS	
LAST, FIRST, INITIAL	DATE
ADDRESS	TELEPHONE NO.
CITY, STATE & ZIP	YOUR STUDENT ID # OR SSN#
PREVIOUS NAMES	YOUR SIGNATURE


**NOTE**

YEARS ATTENDED: FROM _____ TO _____	
<input type="checkbox"/> PLEASE FAX TRANSCRIPT TO _____ <small style="text-align: center;">Name/Institution</small>	<input type="checkbox"/> _____ <small style="text-align: center;">FAX #</small>
<input type="checkbox"/> MAIL TRANSCRIPT IMMEDIATELY <input type="checkbox"/> WILL PICK UP TRANSCRIPT _____ <small style="text-align: center;">PICKUP DATE</small>	NUMBER OF OFFICIAL TRANSCRIPTS <input type="text"/> NUMBER OF UNOFFICIAL TRANSCRIPTS <input type="text"/>
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">           If you are giving someone else permission to pick up your transcript you must provide them with a release signed by you.         </div> <input type="checkbox"/> PROCESS AFTER GRADES ARE POSTED <input type="checkbox"/> PROCESS AFTER GRADE CHANGE _____ <small style="text-align: center;">Course #</small> <input type="checkbox"/> PROCESS AFTER HONOR ROLL IS POSTED	<input type="checkbox"/> PROCESS AFTER DEGREE IS POSTED <input type="checkbox"/> REQUESTING CEU RECORD

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

OFFICE USE ONLY	
AMOUNT PAID	<input type="checkbox"/> CHECK <input type="checkbox"/> CASH <input type="checkbox"/> CARD
\$	
Received by	Receipt No.
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**If you are paying by debit or credit card, please provide your card number and expiration date here:**

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**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**