


- 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 72 business hours 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 CougarTrax (former students) or 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 SSN OR STUDENT ID #
PREVIOUS NAMES	YOUR SIGNATURE



YEARS ATTENDED: FROM _____ TO _____	
<input type="checkbox"/> PLEASE FAX TRANSCRIPT TO	<input style="width: 150px;" type="text"/> <i>Name/Institution</i>
	<input style="width: 150px;" type="text"/> <i>FAX #</i>
<input type="checkbox"/> MAIL TRANSCRIPT IMMEDIATELY	
<input type="checkbox"/> WILL PICK UP TRANSCRIPT	<input style="width: 150px;" type="text"/> <i>PICKUP DATE</i>
<div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> 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 DEGREE IS POSTED
<input type="checkbox"/> PROCESS AFTER GRADE CHANGE	<input type="checkbox"/> REQUESTING CEU RECORD
<input type="checkbox"/> PROCESS AFTER HONOR ROLL IS POSTED	<input style="width: 150px;" type="text"/> <i>Course #</i>
	NUMBER OF OFFICIAL TRANSCRIPTS <input style="width: 50px;" type="text"/> NUMBER OF UNOFFICIAL TRANSCRIPTS <input style="width: 50px;" type="text"/>

MAIL TRANSCRIPT TO: (Fill out separate request for each address)
NAME
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.
TRAN	FXTRN

If you are paying by debit or credit card, please provide your card number and expiration date here:

Visa MasterCard Discover American Express # _____ Exp. _____

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: **503-594-3374 or 503-594-6100** Phone: **503-722-3377** Email: **registrar@clackamas.edu**