



Hutchinson Community College uses the National Student Clearinghouse for our transcript ordering service.

You can order your transcript by going to [www.getmytranscript.org](http://www.getmytranscript.org) then choosing Hutchinson Community College from the drop down menu.

It is strongly suggested you sign into your Dragon Zone account at <https://dz.hutchcc.edu> to confirm no holds are on your account to expedite the requesting process. If a hold is not cleared promptly the request will be canceled. You can print your unofficial transcript from your Dragon Zone account.

Though we require students to use the National Student Clearinghouse to request their transcript to be sent, we understand there are rare occasions when a student is unable to order their transcript through the Clearinghouse. For these cases we are leaving the old paper request form available for students to access online.

Please do not use this attached form unless you have contacted the HutchCC Records Office first. You can call HutchCC Records at 620-665-3520 or email [records@hutchcc.edu](mailto:records@hutchcc.edu).

Thank you,

Hutchinson Community College- Records Office



# HUTCHINSON COMMUNITY COLLEGE

1300 N. PLUM • HUTCHINSON, KS 67501 • WWW.HUTCHCC.EDU

## Official Transcript Request Form (please use ink)

Student ID # \_\_\_\_\_

or

SSN # \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle Initial)

Address \_\_\_\_\_

Phone# \_\_\_\_\_

Email address we can contact you at if we have questions: \_\_\_\_\_

Maiden or other name at time of entrance to HCC \_\_\_\_\_ Birth date \_\_\_\_\_

Check here if you are currently enrolled at HCC \_\_\_\_\_ Or date of last enrollment \_\_\_\_\_

How many transcripts are you ordering? (Write in quantity on the appropriate line)

\_\_\_\_ Official Transcript-\$8.00 ea.

\_\_\_\_ Overnight Delivery-\$28.00 ea. (Physical street address required, NO PO Box. Form turned in by 11:00 am)

Please send my transcript to: (Applicant is responsible for correct name & address. No Email Address.)

1) \_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Instructions: (Check all that apply)

\_\_\_\_ a. Send now, do not hold for grades

\_\_\_\_ b. Hold for posting of final grades

\_\_\_\_ c. Hold for posting of degree

\_\_\_\_ d. Hold for a grade change

\_\_\_\_ e. Will pick up transcript

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

**HCC accepts cash, check, VISA, MasterCard, Discover or Debit Card. If paying by credit you may enter card information here:**

Card Type \_\_\_\_\_

Card Number \_\_\_\_\_

EXP Date and 3 Digit Code \_\_\_\_\_

### OFFICE USE ONLY

Fill in all blanks

Amount \_\_\_\_\_

Money Taken by \_\_\_\_\_

Transcript sent by \_\_\_\_\_

Date Transcript sent \_\_\_\_\_

### Requests should be mailed to:

**Hutchinson Community College  
Attn: Records  
1300 N. Plum  
Hutchinson, KS 67501**