



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

You can order your transcript by going to 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.

Thank you,

Hutchinson Community College- Records Office

Transcript Request Form (please use ink)

OFFICE USE ONLY Fill in <u>all</u> blanks Amount _____ Money Taken by _____ Transcript sent by _____ Date Transcript sent _____

Social Security # _____

Student ID # _____

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-\$6.00 ea. ____ Unofficial Student Copy-\$1.00 ea. ____ Unofficial Faxed Copy-\$8.00 ea.

____ Overnight Delivery-\$26.00 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)

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

Requests should be mailed to: Hutchinson Community College Attn: Records 1300 N. Plum Hutchinson, KS 67501

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 _____