



Unofficial Transcript Request Form (please use ink)

Official transcripts need to be ordered through The National Student Clearinghouse at www.getmytranscript.com.

Unofficial transcripts can be viewed and printed in Dragon Zone. If Dragon Zone has been deactivated this form can be used to have an unofficial transcript sent directly to the student.

Student ID: _____

or

SSN: _____

Birth date: _____

Name: _____
(Last) (First) (Middle Initial)

Address: _____

Phone: _____

Email Address: _____

Other names used during attendance at HutchCC: _____

Check here if you are currently enrolled at HutchCC ____ Or date of last enrollment _____

Sending Options:

____ Unofficial Mailed (processing time 3-7 business days)

____ Unofficial Sent Electronically (processing time 7-10 business days)

For time sensitive requests, please order an official electronic transcript at www.getmytranscript.com. Official transcripts are typically processed within 1 business day. There is a fee for official transcripts.

Student's Signature: _____ Date: _____

OFFICE USE ONLY

Transcript sent by _____

Date Transcript sent _____