



Kirtland Community College

Office of the Registrar

10775 N. St. Helen Road, Roscommon, MI 48653

Ph: (989) 275-5000, ext. 251 Fax: (989) 275-6789

Or scan and email to registrar@kirtland.edu

REQUEST FOR ACADEMIC TRANSCRIPT

Please forward one copy of my official academic transcript to:

[Include complete address]

Student ID# / Last 4 digits of SS#

Name / Previous Name / Maiden Name

Street Address

City, State, Zip

Phone

Email

Birth Date

Fax:

Note: Only unofficial copies are faxed.

Additional addresses are listed below.

STUDENT SIGNATURE (required by Federal Law)

Students: Please check all that apply:

Send transcripts now

Hold request until grades are posted

Hold request until degree is posted

_____ semester

Hold request for MACRAO stamp

Transcripts that are requested to be faxed will be unofficial. Those sent to a student will be unofficial unless it is for employment or a scholarship; that reason must be stated on the request. Transcripts are not emailed, nor are they issued for any student who has financial obligations to Kirtland. Transcripts will be mailed or faxed within five business days from the date the request is received in the records office

Rev 10/10

Additional addresses:

Records Office use only:

Processed by: _____ Date: _____