

**Kankakee Community College**  
**Transcript Request**

TRANSCRIPT DELIVERY (Check one):

\$5 – Standard mail, sent the next business day

Waived – KCC employee/retiree/dependent (see note)

Want to send electronically? Go to [getmytranscript.com](http://getmytranscript.com) and order online.

Financial obligations and transcript fee must be paid. Use a separate request for each organization or individual.

**Student ID:** \_\_\_\_\_ **or Social Security No.:** \_\_\_\_\_

**Student's Signature:** X \_\_\_\_\_

**Update School Record**

Name: \_\_\_\_\_  
Last First Middle

Date Requested: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Previous Name: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Number of Copies:** \_\_\_\_\_

**Notes:** The transcript fee will be waived if the transcript will be sent to an educational institution; and is for a full-time KCC employee, retiree, or dependent child of a KCC employee/retiree up to the age of 26.

A Co-Curricular Transcript is a document created by the student which lists his/her activities, honors and awards. Please see KCC Student life for assistance with created this document.

I created a Co-Curricular Transcript, please include it with my Academic Transcript

**Recipient Information**

School, Organization, or Individual: \_\_\_\_\_

Department or Individual: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

**OFFICE USE ONLY**

Obligations:  Cleared Date: \_\_\_\_\_ By: \_\_\_\_\_

No. of transcripts issued: \_\_\_\_\_ Fees: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Receipt No. \_\_\_\_\_

Transcript sent date: \_\_\_\_\_ By: \_\_\_\_\_