**TRANSCRIPT REQUEST FORM**

**STUDENT NAME:** ____________________________________________________________

Last  First  Middle  Maiden

Social Security Number: ______________  Date of Birth: __________  Date: __________

Telephone Number: ____________________  Email: _____________________________

**COMPLETE THE FOLLOWING INFORMATION (CHECK APPLICABLE)**

Are you currently enrolled at CCC?  ___ Yes  ___ No

If yes, enrolled in courses?  ___ On Campus (Regular)  ___ On Campus (Evening)  ___ Off Campus

Did you attend prior to the year 1990?  ___ Yes  ___ No

Graduated?  ___ Yes  ___ No  If yes, year graduated _______.  If no, date last enrolled ________

Please send ______ copies of my transcript to the address below

- Mail now
- Hold for final grades
- Picked up

Requested by: (Signature Required) ________________________________________________

**GRADES ARE AVAILABLE 10 - 14 DAYS AFTER THE CLOSE OF EACH SEMESTER**

**Student’s Name and Mailing Address**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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**Mail Transcript To**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
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**OFFICE USE ONLY**

TRANSCRIPT FEE $3.00 EACH PAYABLE IN ADVANCE

FAX FEE $13.00; Payable In Advance

Please complete and return to Admissions Office

**Contact Information in Admissions Office:**

662-621-4696 or 662-621-4295  admissions@coahomacc.edu

**NON-DISCRIMINATION STATEMENT:** Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities, and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Houston. Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614; Phone: (662) 621-4853. Email: mhouston@coahomacc.edu