

TRANSCRIPT REQUEST ALPENA COMMUNITY COLLEGE

OFFICE OF RECORDS & REGISTRATION, ALPENA, MI 49707

Print and complete this form to request an academic transcript from Alpena Community College. Mail or deliver to:

ACC Records Office or Fax to: 989/358-7561
Van Lare Hall 108
665 Johnson Street
Alpena, MI 49707-1495.

All requests must be received at least one week in advance of the time they are needed. Transcript requests are not processed during the registration period. Transcripts are **not issued** for a student who has any financial obligation to ACC until arrangements have been made to meet that obligation.

Rush service is available by request and paying the \$10 rush charge.

If you have questions about requesting a transcript, please call **989-358-7228**. (toll free in Michigan 1-888-468-6222 Ext. 7228).

REQUESTED BY: (please print)

Name _____

Address _____

City _____

State/Zip _____

Phone _____

STUDENT'S SIGNATURE

TOTAL NUMBER OF TRANSCRIPTS TO BE SENT: _____

OFFICIAL

UNOFFICIAL

Send transcript immediately

Wait for final semester grades

DATE OF REQUEST: _____

SOCIAL SECURITY
OR STUDENT I.D. # _____

MAIDEN NAME: (for name under which you registered originally)

MAIL TRANSCRIPT TO: (please print)

Name _____

Address _____

City _____

State/Zip _____

ATTENDANCE DATES:

FROM: (year began) _____ TO: (year ended) _____

CURRENTLY ENROLLED? YES

NO

DO NOT WRITE HERE

DATE TRANSCRIPT MAILED: _____