**Release of Unofficial Transcript or Course Schedule Form**

***Due to the coronavirus outbreak and the need for social distancing, mail will only be retrieved and processed once a week. Responses will be delayed by a minimum of two weeks.***

**Instructions:**

**Current students** who require an unofficial transcript or their class schedule can print a copy from their self-service portal.

**Former students** who are requesting a copy of their unofficial transcript must complete this form. **Their signature is required**. They have the option of having their transcript mailed.

If a student has contacted an area other than Student Services or the Records office for an unofficial transcript, please either give or email him/her the unofficial transcript request form.

**Note: Only the Records office will mail the unofficial transcript to the student.**



**Release of Unofficial Transcript or Course Schedule**

I am requesting that a copy of my unofficial transcript be released to me:

Mailed to me (**Current students**: Must access unofficial transcripts & schedule through student self-service portal.)

Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MCC Student ID #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students may email this form to transcripts@mccneb.edu, or mail it to: Metropolitan Community College, Records Office, P.O. Box 3777, Omaha NE 68103.

***The Records office will mail the unofficial transcript.***