



**Meridian Community College
Records Office
Transcript Request Form**

There is no charge for the sending of transcripts. All balances must be paid in full before transcripts can be issued.
You may return this form via fax to 601-484-8838 or e-mail to records@meridiancc.edu

SSN or MCC ID (Required to process)

Last Name First Name MI Maiden
Other Name

Date of Birth mm/dd/yy Telephone Number

Check the box:

Official/Pick Up	Official/Send Now	Unofficial	Hold for Final Grades/Degree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All transcripts will be sent electronically to another college/university if that institution has the capability to receive transcripts electronically through eScrip-Safe. All other transcripts will be mailed to the address that you provide.

Mail transcript to:

Name of School or Person or Organization

PO Box/Street City State Zip

Student's Signature

Date

Office Use Only:
Processed by: _____ Date: _____ Method of Submission: _____

Meridian Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in admission or access to, or treatment or employment in its programs and activities. Compliance with Section 504 is coordinated by Ms. Soraya Welden, Dean of Student Services, 910 Highway 19 North, Meridian, MS 39307. 601-484-8628, Fax: 601-484-8635, email: swelden@meridiancc.edu. Compliance with Title IX is coordinated by Mr. Derek Mosley, Social Science Instructor, Smith Hall, 910 Highway 19 North, Meridian, MS 39307. 601-553-3453, Fax: 601-484-8635, email: dmosley@meridiancc.edu.