



**MOBERLY AREA COMMUNITY COLLEGE
TRANSCRIPT REQUEST FORM**

******MACC will accept a hand carried transcript from a student as long as it is in a sealed envelope from the high school or college showing the return address.******

ATTENTION: Office of Admissions and Records

Please provide an official copy of your final high school transcript (GRADUATION DATE REQUIRED) and any college transcript(s) to:

**MOBERLY AREA COMMUNITY COLLEGE
OFFICE OF ADMISSIONS AND RECORDS
101 COLLEGE AVENUE
MOBERLY, MISSOURI 65270-1304**

This record is needed by the college to complete my enrollment. Please have this official copy of my transcript sent as soon as possible.

(Please Print)

LAST NAME IN HIGH SCHOOL	FIRST	M.I.
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ADDRESS

DATE OF BIRTH	SOCIAL SECURITY NUMBER
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Graduation or attendance (list the year and month)

Signature of Student

NOTE: You are responsible for providing this form to your high school and any colleges attended. Please provide an official copy of your final high school transcript (GRADUATION DATE REQUIRED) and any college transcript(s). Transcripts must be on file in the Office of Student Affairs by the 10th day of class in a semester or the equivalent thereof for a shorter session. It is strongly encouraged that you confirm that your former institution has processed this request and the transcript(s) has been received by contacting the Office of Student Affairs. MACC will accept a hand carried transcript from a student as long as it is in a sealed envelope from the high school or college showing the return address. Your cooperation and assistance is very much appreciated.