



# MARTIN COMMUNITY COLLEGE

## CONTINUING EDUCATION TRANSCRIPT RELEASE FORM NO CHARGE FOR CONTINUING EDUCATION TRANSCRIPT

Instructions: Please print this form and complete the information below.

Your Name \_\_\_\_\_

Former Name \_\_\_\_\_

*(As it appears on your MCC transcript if different from above)*

Date of Birth \_\_\_\_\_

*Please use the (mm/dd/yyyy) format*

Telephone Number (    ) \_\_\_\_\_

*This information is needed in case we need to contact you for any reason.*

Current Address \_\_\_\_\_

\_\_\_\_\_

Student Signature (Required) \_\_\_\_\_ Date \_\_\_\_\_

Please process my transcript as indicated:

Send Now

Send after  Spring Semester

I will pick-up transcript

Summer Semester

Fall Semester

Please send an official copy of my MCC transcript to: *(for additional destinations, please list on a separate sheet of paper.)*

Company, Institution, or Person \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Mail **THIS** request form to:  
Martin Community College  
**Attn:** Continuing Education Division  
1161 Kehukee Park Road  
Williamston, NC 27892

Please allow 24 to 48 hours processing time for MCC transcripts only.  
For your protection, **DO NOT E-MAIL** this form. E-Mail requests will not be honored.