



Official Transcript Request Form

Please Print

GCC Student I.D.# Social Security Number:

Last Name: Address:

First Name: City:

Middle Name: State: Zip Code:

Home Phone: Birth Date:

Currently Attending? If not, give year Graduated or attended:

E-Mail Address:

Number of Copies:

Check appropriate box:

Send Transcript Now

Send Transcript now and also send grade report at end of:

First Semester Second Semester

Summer Session After Diploma Issued

Mail transcript to: (Must Provide Complete Address)

Name or Office:

Firm or School:

Street:

City and State: Zip Code:

Transcript fee is \$5.00 per copy except for currently enrolled students at GCC.

By signing this form, I understand that federal law (FERPA) requires my original signature to release transcripts and transcript requests that do not include my original signature will not be processed. I understand that my official transcript will not be released if any financial obligations to GCC have not been satisfied. I understand that transcript requests received without correct fees will be returned to the sender.

Signature (Required for Release of Transcript): _____ **Date:** _____

Mail completed form and payment to:
Gogebic Community College
Attn: Transcript Processing
E4946 Jackson Road
Ironwood, MI 49938