



Registrar's Office, 860-253-3017 Fax: 860-253-3016
170 Elm Street, Enfield, CT 06082

Student Transcript Request

Please Type or Print Legibly

**EFFECTIVE JULY 1, 2008 – OFFICIAL TRANSCRIPTS ARE
FREE OF CHARGE**

Official Transcript

Unofficial Transcript **

Student's ID Number _____ Date of Birth ____ / ____ / ____

Social Security Number _____ - _____ - _____

Mail Transcripts:

As soon as possible

Last year in attendance _____

After grades for current term are posted

Number of transcripts being requested _____

After grade change is recorded for _____
course/semester

YOUR CURRENT NAME (FIRST, MIDDLE, LAST), ADDRESS AND PHONE:

LAST NAME (include previous names): _____

FIRST NAME _____

ADDRESS: _____

PHONE: _____

SEND TRANSCRIPTS:

TO: _____

ATTN: _____

STREET: _____

CITY/STATE/ZIP: _____

Student Signature (required) _____ Date ____ / ____ / ____

Mail this form to: ACC, Registrar's Office
170 Elm St., Enfield, CT 06082
Or fax to 860-253-3016

**** Students can access their academic history and print unofficial transcripts by logging on to: <http://my.commnet.edu> (NetID and password are required). Please note: If you have not been a student in the Connecticut Community College system within the last 2 ½ years, complete this form and either mail or fax in. No phone or email requests allowed. There is no fee for unofficial transcripts.**