

Official Transcript Requests

- Go to <http://www.studentclearinghouse.org/>
- Then click the order-track-verify button on the navigation bar at the top.

Order-Track-Verify
▼

- Chose “order or track a transcript” from the dropdown menu.
- On the following page choose Jefferson Community and Technical College and hit the submit button.

Order or Track a Transcript!

Ordering and tracking a transcript has never been so quick or easy. On the list below, select the college or university from which you want to order a transcript or track an existing transcript order, then select Submit.

I want to order a transcript from:

If your school is not listed, please

- Jackson College
- Jacksonville State University
- James Madison University
- Jamestown College
- Jefferson Community and Technical College
- John F Kennedy University

- Click Submit, then on the next page click the button.
-
- The next page will require you to enter your personal information, and information about enrollment. You must have an email address and your Student ID number, or Social Security Number, to process the request.
 - At the bottom of the next page, you will be required to enter attendance data. Carrollton students will need to check the Downtown box.
 - Documents can be attached through the process.
 - The cost is **\$7.25 for processing** and requires a credit/debit card to complete.
 - If you need help with your online transcript request, please go to the campus library.
 - You can check the progress of your request by going back to the National Student Clearinghouse website. Allow 7-10 days for processing paper requests.
 - No official transcripts can be printed at the Carrollton Campus.

