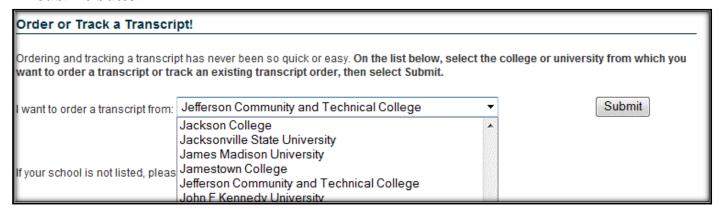
Official Transcript Requests

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



- 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.



• Click Submit, the 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 <u>email address</u> and your <u>Student ID</u> number, or <u>Social</u> <u>Security Number</u>, 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 <u>Downtown</u> 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.

