

McLennan Community College  
Office of Student Records  
1400 College Drive  
Waco, TX 76708  
Email completed and signed request to:  
[transcriptrequest@mclennan.edu](mailto:transcriptrequest@mclennan.edu)

**Official Transcript Request**

Date of Request: \_\_\_\_\_ Social Security Number or Student ID \_\_\_\_\_

**Personal Information – Please Print**

Student's Name: \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_\_ Former Last Name(s): \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Special Request Options – Check Appropriate Boxes**

- Hold for Grades Semester: \_\_\_\_\_
- Hold for Degree Posting Semester: \_\_\_\_\_

**Delivery Options \*Official Transcripts cannot be emailed**

- Student Pick Up Additional Authorized Pick Up Person \_\_\_\_\_
- Mail to Current Mailing Address Listed Above
- Mail Transcript(s) to:

School Name or Person's Name: \_\_\_\_\_

Attention to or Department: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

How Many Copies? \_\_\_\_\_ **Required Signature** \_\_\_\_\_

All obligations/holds to McLennan Community College must be satisfied before transcripts will be processed.