

**Murray County Central  
Transcript Request Form**

A transcript may be requested by mail or in person. Please complete the information below and submit to the Principal's Office.

Transcript requests will be processed within 2 business days while school is in session. A longer period of time maybe required during end of semester processing. Requests made during school breaks will be processed when school has resumed. Please see the school calendar on [www.mcc.mntm.org](http://www.mcc.mntm.org) for days of operation. There is no immediate or rush service available.

**Note:** We cannot release your transcript if you owe money to MCC. Your signature is required to release your transcript.

Transcript requests can be sent to: MCC High School, 2420 28th Street, Slayton, MN 56172

We will accept faxed requests at: 507-836-8827

**Please print all student information below.**

**Name:** \_\_\_\_\_  
*First Middle Last (Maiden/Previous Last Name)*

**Date of Birth (Month, Day, Year):** \_\_\_\_\_ **School Attended:** \_\_\_\_\_

**Estimated Date of Graduation (Month, Year):** \_\_\_\_\_

**Current Information:**

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City State Zip*

**Phone Number:** \_\_\_\_\_  
*Home/ Cell*

**Please print all information below to indicate where the official transcript is to be sent:**

\_\_\_\_\_  
*Name of College/School/Employer*

\_\_\_\_\_  
*Address of College/School/Employer*

\_\_\_\_\_  
*City State Zip*

\_\_\_\_\_  
*Fax number of College/School/Employer* **Deadline:** \_\_\_\_\_

OFFICIAL TRANSCRIPT (SENT DIRECTLY TO COLLEGE/INSTITUTION)

UNOFFICIAL TRANSCRIPT (CURRENT STUDENTS OR PAST GRADS)

By signing, I certify that I am authorized to request these records.

**Signature (required):** \_\_\_\_\_ **Date:** \_\_\_\_\_