



# Anne Arundel Community College

101 College Parkway Arnold, Maryland 21012-1895  
Records and Registration Office / SSV 140  
410-777-2243 / Fax 410-777-2489 / [records@aacc.edu](mailto:records@aacc.edu) / [www.aacc.edu/recreg](http://www.aacc.edu/recreg) / MyAACC <http://myaacc.aacc.edu>

College Use Only:

Processed by \_\_\_\_\_

Date \_\_\_\_\_

## TRANSCRIPT REQUEST FORM

Complete this form, mail, fax, or drop it off at our office. Normally, this request will be processed and your transcript will be sent the next business day. However, at certain times of the year there may be a slight delay, 2-3 days, due to a heavy volume of requests. Your understanding is appreciated. *There is no fee / no charge for transcripts. Transcripts can also be ordered through MyAACC.*

Student ID or SSN \_\_\_\_\_

Today's Date \_\_\_\_\_

Current Name \_\_\_\_\_

Former Name (if applicable) \_\_\_\_\_

Student Signature (required) \_\_\_\_\_

Date of Birth (required) \_\_\_\_\_

Current Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone  Home  Business  Cell \_\_\_\_\_

Phone  Home  Business  Cell \_\_\_\_\_

Approximate years of attendance at AACC: \_\_\_\_\_ to \_\_\_\_\_

Type of transcript (circle one): CREDIT COURSES CONTINUING EDUCATION COURSES

Select ONE option (complete a separate form for additional options, if needed):

- Send Now
- Hold for pickup – Select campus:  Arnold  GBTC  Arundel Mills  Ft Meade
- Send after grades are posted
- Send after degree is posted
- Other: \_\_\_\_\_

Number of transcripts requested: \_\_\_\_\_

PRINT FULL address(es) where transcripts should be sent.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Notice of Nondiscrimination: AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days' notice. For information on AACC's compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-1239, [complianceofficer@aacc.edu](mailto:complianceofficer@aacc.edu) or Maryland Relay 711.