

Admissions & Records Office

2046 North Parkway, Jackson, TN 38301 Fax: (731) 425-2653 | Phone: (731) 425-2654

Email: admissions@jscc.edu

REQUEST FOR JSCC STUDENT RECORDS

Select which record(s) you are requ	iesting:			
☐ Official JSCC transcript☐ Unofficial JSCC transcript	☐ JSCC acceptance letter☐ JSCC class schedule		☐ Other unofficial records:	
Select one of the following (for JSC	C transcripts only):			
☐ Send now ☐ Send after final grad		☐ Send afte	\square Send after degree awarded	
If requesting more than one copy, I	now many?			
Current Full Name:				
Previous Last Name(s):		Date of Birth:		
Number (if known): Phone Number or Email:				
Current Address:				
Street Addre		y State	Zip Code	
Provide the complete name and metranscripts are not official):		nere your transcript is	s to be sent (faxed	
\square I will pick up my record(s) in the	Admissions & Records Office.			
For electronic transcripts, please go	o to www.getmytranscript.com . Th	nis form is for mail, fa	x, and pick-up only.	
I hereby authorize the release of m	y transcript.			
tudent's Signature:		Date:		
Required by federal law. We cannot	ot accept typed signatures.			

Jackson State Community College does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability, age, status as a protected veteran or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities. The following office has been designated to handle inquiries regarding non-discrimination policies: Julie Mula, Director of Human Resources, 2046 North Parkway, Jackson TN 38301, (731) 424-3520. REC20-0022