

MIDWAY COLLEGE
TRANSCRIPT REQUEST

Office of the Registrar, Starks 101, Midway, KY 40347-1120
Phone: (859) 846-5340 • (859) 846-5341

How to Request a Transcript

- 1) By federal law, **requests for transcripts must be in writing** --- we cannot accept requests made by telephone
- 2) **Request MUST be signed**
- 3) Provide FULL name at time of attendance (Usually maiden name), if you have married or otherwise changed your name
- 4) Provide Social Security (or student ID number) as we often have several alums with the same name
- 5) Transcript Fee is \$ **10.00 each** (check, money order, or credit card).
Transcript Fees are as follow: *Mailed transcript* fee is \$**10.00** per copy. On the spot, "Walk-In" service fee is \$**15.00** per copy
- 6) All **accounts must be satisfied** in the Business Office before a transcript can be issued
- 7) Processing normally takes 36 to 48 hours to clear through the Business Office, during peak periods (registration or graduation) it may take up to 4 business days

If you have special requests (need a copy of an ACT form, course description, etc) make a note of this in your letter
Transcript requests may be honored ONLY for work completed at Midway College

For questions or concerns, Please contact the Registrar's Office directly at:

**Office of the Registrar
MIDWAY COLLEGE
512 East Stephens Street
Midway, Kentucky 40347 - 1120**

**Phone: (859) 846 - 5340
(859) 846 - 5341**
Fax: (859) 846 - 5774

Email to:
leldridge@midway.edu
lraig@midway.edu

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Phone: (859) 846-5340 • (859) 846-5341

Social Security Number: _____ - _____ - _____

STUDENT'S FULL NAME
AND ADDRESS

Miss _____
Mrs. _____
Mr. _____

(Print) Last First Middle/Maiden

Street

City State Zip

Attendance Date: _____,20____ to _____,20____

Signature of Requestor Date

SEND
TRANSCRIPT TO:

Street

City State Zip

Send Transcript

Now After Current Semester Grades Ready

() Mail Transcript – fee applies
() Take With In Person – fee applies

- Release of transcript is dependent upon payment of delinquent account to business office.
 Account Clear by _____ Bus. Office
 Account Delinquent by _____ Bus. Office

Transcripts are normally mailed within 3 days from date of request.
During the period of recording grades, additional time will be required.

In accord with Federal Law and KRS 164.283, records cannot be released without the written consent of the student.

Date Order Completed _____ by _____ Reg. Office

TRANSCRIPT REQUESTS CAN BE HONORED ON MIDWAY COLLEGE COURSE WORK ONLY.

- The official academic record is the property of the College and the College reserves the right to withhold the Release of a transcript of that record if the student/former student has an obligation to the college.