

**TRANSCRIPT REQUEST FORM**  
**MISSISSIPPI COLLEGE SCHOOL OF LAW**

151 East Griffith Street  
Jackson, MS 39201  
FAX 601-925-7115  
E-mail address: burnett@mc.edu

Date of Request \_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_

Print all names under which your records might appear.

Are you currently enrolled at MC \_\_\_\_? Were you enrolled prior to 1993 \_\_\_\_?

Social Security No. \_\_\_\_\_ (if attended prior to August 2007)

MC ID No. 700 \_\_\_\_\_ (if attended after August 2007)

**Requestor's contact information:**

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

\_\_\_\_\_

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

E-mail: \_\_\_\_\_

**Send Transcript to:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please print plainly)

Number of copies to this address

Hold for current semester grades

Hold until degree is posted

Send immediately  
(check applicable block)

**Transcript Fees:**

**No charge:**

to current law students

**All other requests (payable only by cash,  
check or money order)**

\$15.00 per transcript

For Requests for FAXED transcript:\*

\_\_\_\_\_  
Recipient's FAX Number

\*It is your responsibility to assure that a FAXED copy of your transcript is acceptable with the Recipient.

**NOTE:** If your record has been encumbered by financial indebtedness to Mississippi College, no transcript will be issued until the obligation has been cleared. Transcripts from other colleges or universities which have been sent to this office for our files may not be copied and must be obtained directly from those schools.

**Student records are confidential and, in accordance with the Privacy Act of 1974 as amended, transcripts are issued only upon a written request of the student.**

Total Due \_\_\_\_\_

Date Transcript Sent \_\_\_\_\_

Amount Received \_\_\_\_\_

Transcript Processed By \_\_\_\_\_