

**Federal Law prohibits  
E-mail requests**

**Request for Official Transcript**  
Jackson State Community College  
Records Office  
2046 North Parkway  
Jackson, TN 38301-3797  
Fax (731) 425-2653 Phone (731) 425-2654

\_\_\_\_\_  
(Today's Date)

Please send \_\_\_\_\_ complete transcript(s) to:  
Number of copies

\_\_\_\_\_  
(Name of college or business)

/

\_\_\_\_\_  
(Office)

\_\_\_\_\_  
(Address of college or business)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

**Student information:**

Name (print): \_\_\_\_\_ SS# \_\_\_\_\_

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

**Current Mailing Address:**

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

**Signature:** \_\_\_\_\_  
(REQUIRED BY FEDERAL LAW)

**Process this request:**

? Immediately (usually within 72 hours)

? After posting grades for

? Fall

? Spring

? Summer

**Notice! Summer grades will not be available  
for transfer until second session is complete,  
approximately the middle of August.**