

ANNE ARUNDEL COMMUNITY COLLEGE

101 College Parkway
Arnold, Maryland 21012-1895
Records and Registration Office / SSVC 140
Phone: (410) 777-2243 / Fax: (410) 777-2489 / Email: records@aacc.edu

OFFICIAL CREDIT TRANSCRIPT REQUEST FORM

A certified e-transcript is the fastest way to order and track your transcript!

For an instant and electronic official credit transcript use the Parchment certified e-transcript method:

1. Go to Parchment webpage, parchment.com
2. Click on “**Order Now**”
3. Type and select in the Order from text box **Anne Arundel Community College**
4. Choose the option applicable to you and select continue.

Continuing Education/Non-credit transcripts cannot be ordered via Parchment

<u>Transcript Delivery Method</u>	<u>Anne Arundel Community College & Parchment Fees</u>	<u>Processing Time</u>	<u>Availability</u>
Electronic Transcript (Parchment)	\$7.00	Usually same day	24/7 (Even when the college is closed)
Paper Transcript (Mailed through Parchment)	\$8.50	Usually same day	24/7 (Even when the college is closed)
Mail	Free	Five to seven business days * * (This does not include USPS processing time)	During standard operating days
Hold for Pick-up at Arnold	Free	Three to five business days	During standard operating days

Anne Arundel Community College prohibits all types of discrimination, harassment, sexual misconduct, and retaliation on the basis of race, including hair style and hair texture, color, religion or creed, ancestry or national origin, sex, age, marital status, physical or mental disability, sexual orientation, gender identity, veteran status, citizenship, and genetic information. To file a complaint of discrimination, harassment, sexual misconduct, or retaliation, please contact the chief compliance and fair practices officer/Title IX coordinator at 410-777-1239 or complianceofficer@aacc.edu. Students and members of the public who need a reasonable accommodation should contact Disability Support Services at DSS@aacc.edu or 410-777-1411. Employees and job applicants should contact Human Resources at humanresources@aacc.edu or 410-777-2425 regarding reasonable accommodations. Requests for most accommodations must be made at least seventy-two (72) hours prior to the event or activity; however, requests for sign language interpreters, live captioning, alternate format books, or assistive technology need to be submitted at least thirty (30) days prior to the event or activity.

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AACC Student ID#: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Name(s) used while attending AACC: _____ Date of Birth: ____/____/____
MM DD

Current Home Address: _____

City: _____ State: _____ Zip Code: _____

Phone: () _____ - _____ Email: _____ @ _____

Years of Attendance: _____ to _____

Student Signature: _____ **Date:** _____

*Students may request up to **five transcripts** at one time*

Number of transcript(s) requested: _____

Transcript Delivery Method: (Choose one delivery method)

Mail

Name of Recipient/Institution: _____

Attention/Office: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Hold for Pick-up at Arnold: (Unclaimed documents will be destroyed after 30 days)

I authorize the release of my transcript(s) to: _____
(Any person picking up transcripts must show a valid photo identification card)

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