

Requesting **HIGH SCHOOL** Transcripts

High school transcripts can only be considered official if sent directly from the school, www.needmytranscript.com or www.parchment.com to Muskegon Community College.

We cannot accept transcripts when they are emailed, mailed or hand delivered to MCC directly from the student.

Option 1 – Choose an Online Service

You can use online platforms for transcript requests. Both require you to pay a fee. When entering the recipient, be sure to list Muskegon Community College (and not the student):

- **Parchment:** Visit www.parchment.com to create an account and request your transcripts directly from participating schools.
- **NeedMyTranscript:** Visit www.needmytranscript.com for a simple process to request your transcripts online from various institutions.

Option 2 – Ask Your High School

- **Contact Your High School:** Look up your high school's contact information online.
- **Call or Email:** Reach out to the high school registrar or counseling office for transcript requests.
- **Official Transcripts should be sent via email to** admissions@muskegoncc.edu or mail to:
Muskegon Community College
221 S. Quarterline Rd.
Muskegon, MI 49442
Attn: Admissions Office

If Your High School Has Closed

- **Contact the local school district:** They may maintain records for closed school buildings.
- **State Education Department:** Visit your state's education department website for information on obtaining records from closed institutions.
- **National Student Clearinghouse:** This service can assist in locating your records for a fee.
www.studentclearinghouse.org/solutions/learners/

If you have previously attended MCC, a new high school or GED transcript is not required if it was previously sent. Unsure if we have them? Please contact the admissions office at admissions@muskegoncc.edu or call 231-777-0366 and we will check for you.

*Link to Free and Reduced Tuition options
www.muskegoncc.edu/paying-for-college/

Questions?

Contact Admissions

admissions@muskegoncc.edu
231-777-0366

