



## MEMORANDUM

TO: Operations Committee

FROM: Tara Fitzgerald-Jenkins,  
Associate Dean of Enrollment and Student Services/Registrar

SUBJECT: Current Transcript Policy

DATE: April 12, 2017

All students requesting an official college transcripts must do so with a written request including their signature, and the following information:

1. Name and social security number or QCC student ID number.
2. An estimate of the dates of attendance at Quinsigamond Community College.
3. The name and address of where the transcript should be sent.

The fee for each official transcript request is \$5.00.

The Payment Center will collect the funds and store the fees in a safe in the Payment Center.

The Payment Center will accept cash, check, or credit card for the transcript fee.