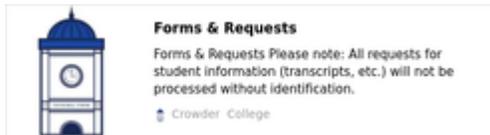


# How to request a transcript from Crowder College



## 1. Go to this website:

<https://www.crowder.edu/services/records/forms-requests/>



## 2. Click on Transcript Request (National Student Clearinghouse)

### Forms & Requests

Please note: All requests for student information (transcripts, etc.) will not be processed without identification.

[\[PDF\] Application for Graduation](#)

[\[PDF\] Academic Forgiveness](#)

[\[PDF\] Student Suspension and Appeal Request](#)

[\[PDF\] Change of Major/Advisor](#)

[\[PDF\] Name and Address Change](#)

[\[PDF\] Student Consent for Release of Records \(FERPA\)](#)

[Transcript Request \(National Student Clearinghouse\)](#)

[\[PDF\] Student Progress Form "TRA" Students](#)

[Graduation Checks](#)

## 3. Search Crowder College, click continue

A screenshot of the "Order a Transcript" form. At the top, it says "Order a Transcript" and has a green button that says "Learn How the Process Works >". Below that is a "Select School" section with a text input field containing "Crowder College" and a dropdown menu also showing "Crowder College" with a green checkmark to its right.

## 4. Scroll to the bottom of the page and click on Order Transcript(s)

A screenshot of the bottom of the page. It features a large green button with the text "Order Transcript(s) >". Below the button is a blue link that says "View Transcript Order Status".

# How to request a transcript from Crowder College



## 5. Enter personal & student identification information. Click continue.

---

- You must click on all boxes before clicking continue.
- Use a Personal Email Address - NOT your school email.
- If you don't know your student ID, you will need your social security number.

## 6. Continue filling out personal Information. Click continue.

---

Click Yes or No to opt-in for text message updates to click continue.

## 7. Choose the recipient.

---

Search the name of the college to send your transcript to.

## 8. Processing details.

---

- When: after grades are posted
- Why: Admission
- Delivery Information: Electronic
- Click Yes on terms and conditions

## 9. Checkout

---

- The cost for a transcript request is \$10
- You will need to sign to accept the request
- Provide payment information to complete and submit order