

Transcript/Records

Request Your Transcript

- If you pick up your transcript or request that we mail it to you, it will be stamped “STUDENT COPY,” and will not be official.
- If you have attended another KCTCS institution, that coursework will be included on the HCC transcript.
- If you are transferring to another KCTCS institution, it is not necessary to request an HCC transcript.

Ways to Order Your Transcript:

Online

Henderson Community College has authorized the National Student Clearinghouse to provide transcript ordering via the Web. You can order transcripts using any major credit card. Your card will be charged only after your order has been completed.

- To order an official transcript(s), login to the Clearinghouse secure site.
- The site will walk you through placing your order, including delivery options and fees. You can order as many transcripts as you like in a single session. There is a processing fee per transcript in addition to the regular transcript fee.
- Transcripts will be processed by our office within 2 business days after the order is received from the Clearinghouse. Order updates will be emailed to you. You can also check order status and history online.

In Person

Transcripts can be requested in person by coming to the Start Center located on the second floor of the Sullivan Technology Center.

- Mailed - \$5 per copy.
- Processed immediately (student copy) - \$7 per copy.
- Faxed - \$10 per copy.