



**MARION TECHNICAL COLLEGE**  
**PLANS AND PROCEDURES MANUAL**

**STUDENT TRANSCRIPTS**

**EFFECTIVE SCHOOL YEAR: 2024-2025**

A DIVISION OF THE MARION COUNTY PUBLIC SCHOOLS  
AN EQUAL OPPORTUNITY SCHOOL DISTRICT

# MARION TECHNICAL COLLEGE

## STUDENT TRANSCRIPTS

### CAREER CERTIFICATION PROGRAM TRANSCRIPTS

A student needing a copy of a transcript must submit a transcript request to the Student Services Center in person or through the mail. There is a \$5.00 charge per transcript copy. The charge must be paid before the transcript will be released or sent. Checks or money orders should be made payable to Marion Technical College. Cash is also accepted. Once the official request of a transcript has been received and paid for, please allow up to two weeks for delivery.

### GED TRANSCRIPTS

GED transcripts are provided directly from the GED Testing Service.

*PLEASE NOTE: MARION TECHNICAL COLLEGE DOES NOT HAVE THE ABILITY TO PROVIDE YOUR GED TRANSCRIPTS, EVEN IF YOU TOOK THE TEST AT OUR FACILITY.*



# MARION TECHNICAL COLLEGE

## Official Transcript Request Form (This is **NOT** to be used for **GED**)

**\$5.00 Non-refundable transcript fee for each copy**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Middle Initial

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Name at time of Graduation/Maiden Name/Other Names Used

\_\_\_\_\_  
Last 4 digits of SS#

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Enrollment Dates (MM/YY-MM/YY)

\_\_\_\_\_  
Name of Program Attended

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
E-mail Address

**I hereby give permission to Marion Technical College to release transcripts or information related to the classes I attended to the following:** (Please include specific mailing address and any applicable departments/personnel.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please send my transcripts to:

1. \_\_\_\_\_

2. \_\_\_\_\_

Number of copies: \_\_\_\_\_

Number of copies: \_\_\_\_\_

Mail this completed form to:  
**Marion Technical College**  
Attention: Student Services  
1014 SW 7<sup>th</sup> Road  
Ocala, FL 34471

Form may also be submitted in person in the Student Services Department: (352) 671-4134.

Enclosed please find \$\_\_\_\_\_ based on the transcript fee above.  
Cash, check or money order **ONLY** (payable to MTC)

Date Requested: \_\_\_\_\_

Date Mailed: \_\_\_\_\_

Date Picked Up: \_\_\_\_\_