



MARION TECHNICAL COLLEGE
PLANS AND PROCEDURES MANUAL

STUDENT TRANSCRIPTS

EFFECTIVE SCHOOL YEAR: 2025-2026

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 7th 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: _____