

# TRANSCRIPT RELEASE FORM

## Southwest MS Community College

Admissions & Records  
1156 College Drive  
Summit, MS 39666

TO SUBMIT FORM: Email: [admissions@smcc.edu](mailto:admissions@smcc.edu) Fax: (601) 276-3888 Phone: (601) 276-2001

### REQUEST/CONSENT TO DISCLOSE INFORMATION

NAME: \_\_\_\_\_ OTHER NAMES: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ ID #: \_\_\_\_\_

LAST YEAR OF ATTENDANCE: \_\_\_\_\_

CALLBACK # IN CASE WE ARE UNABLE TO PROCESS YOUR REQUEST: \_\_\_\_\_

### **Please check type of transcript:**

Unofficial Copy (showing ACT scores)  
\_\_\_\_ # of copies

Official Copy (for another institution)  
\_\_\_\_ # of copies

### **Please check a response:**

I wish to pick up the transcript(s).

Please send the transcript(s) to the below address (es):

____ Mail immediately ____ Hold until present term is completed
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Name of Institution: \_\_\_\_\_

Attn./Dept.: \_\_\_\_\_

Address: \_\_\_\_\_

Address continued: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Attn./Dept.: \_\_\_\_\_

Address: \_\_\_\_\_

Address continued: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please be advised requests will not be honored until your account is clear of all holds. If you submit a request and have a hold, you have to clear the hold and resubmit your request. We will not keep your request until the hold is clear.*