



Registrar's Office
860-253-3017

RECOMMENDED WAY TO OBTAIN YOUR TRANSCRIPTS:

Current and recent students: Use your NetID and password to your myCommNet.edu account. Navigate to **Banner Self-Service, Student Records** and click on the **Request an Official eTranscript** link or **Request Official Paper Transcripts**.

Former Students: If you have been away from ACC for more than two years, you can use this link to request an **eTranscript** without a NetID: asnuntuck.edu/etranscript. Please ensure that your last name, first name, date of birth and last four digits of your SSN are entered correctly so that your request can be processed in a timely manner.

If you cannot submit an electronic request, please follow the instructions below. Allow 7-10 business days for the processing of paper requests. Mail or bring this form to the Registrar's Office: ACC, Registrar's Office, 170 Elm St., Enfield, CT 06082.

Student Official Transcript Request

Please Type or Print Legibly

Student's ID Number or SS# _____ Date of Birth ____/____/____

Mail Transcripts:

- As soon as possible Last year in attendance _____
- After grades for current term are posted
- After grade change is recorded for _____ Number of transcripts being requested _____

YOUR NAME, ADDRESS AND PHONE:

LAST NAME, FIRST NAME, MI _____
Include previous last name(s)

ADDRESS, CITY, ST, ZIP _____

PHONE: _____

PURPOSE TRANSCRIPT IS NEEDED: Transfer to another college Employment Personnel

SEND TRANSCRIPTS: Other: _____

TO: _____

ATTENTION: _____

STREET: _____

CITY/STATE/ZIP: _____

Student Signature (required) _____ Date ____/____/____

Notice of Non-discrimination: Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator, yzelinka@asnuntuck.edu (860) 253-3092 and Cheryl Cyr, 504/ADA Coordinator, ccyr@asnuntuck.edu (860) 253-3045, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

Políticas Antidiscriminatorias: Asnuntuck Community College no discrimina por razones de raza, color, creencias religiosas, edad, género, nacionalidad, estado civil, ascendencia, historia presente o pasada de discapacidad mental o física, problemas de aprendizaje, orientación sexual, Identidad y expresión de género, o información genética, en sus programas o actividades. Adicionalmente Asnuntuck no discrimina individuos por razones pertinentes a la categoría de veteranos o historia criminal. Las siguientes personas han sido designadas para resolver cualquier inquietud pertinente a las políticas antidiscriminatorias: Yhara Zelinka, Title IX Coordinator, yzelinka@asnuntuck.edu (860) 253-3092 and Cheryl Cyr, 504/ADA Coordinator, ccyr@asnuntuck.edu (860) 253-3045, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.