**GCTC Transcript Request**

Greetings Gateway Regional Academy Students:

If you wish to have a transcript of your grades sent to another college, organization, or perspective employer, you can:

* order a transcript online through the [National Student Clearinghouse](https://www.studentclearinghouse.org/secure_area/Transcript/to_home.asp?t=103800&LoginHome=to_home.asp), or
* print and complete the [Transcript Request Form](http://gateway.kctcs.edu/~/media/Gateway/Admissions/Registrar/Transcript%20Request%20Form%2020100604.ashx) from the GCTC website, or
* pick up the Transcript Request Form at the [Registrar’s Office](http://gateway.kctcs.edu/Admissions/Registrar.aspx) on the Edgewood Campus

Transcripts to be mailed are $5.00 and are processed within 3-5 business days. On Demand Transcripts (transcripts that are run as soon as you request them and you pick up) are $7.00 and are processed at the Edgewood campus during normal office hours of Monday-Friday from 8:30am-4:00pm. You may also fax your Transcript Request Form to 859-442-1107 along with a credit card number.

No transcript will be sent to any person or organization without the written consent of the individual student. Partial transcripts are not issued. Transcripts show all work completed at Gateway Community and Technical College. If you want your transcript held for current semester grades or awarding of a credential, please mark as such on the form and allow at least two weeks after end of term processing. All transcripts given to the student will be stamped “Issued to Student” which means some institutions will not accept it. Check with the receiving institution and/or employer first.

Here is the link to our website where the [Transcript Request Form](http://gateway.kctcs.edu/~/media/Gateway/Admissions/Registrar/Transcript%20Request%20Form%2020100604.ashx) can be printed off and where the link to the [National Student Clearinghouse](https://www.studentclearinghouse.org/secure_area/Transcript/to_home.asp?t=103800&LoginHome=to_home.asp) is located.

<http://gateway.kctcs.edu/Admissions/Registrar/Transcripts.aspx>

Questions regarding your transcript should be directed to the GCTC Registrar Office.

gw-studentrecords@kctcs.edu or 859-442-1134

**Good luck in your next steps to higher education!**