

# NEED RECORDS?

***Complete a records request below only if you graduated through JCAC.***



**Current JCAC students** needing transcripts sent for college admission, scholarship consideration, military enlistment, etc.; please complete this request form:

## **JCAC CURRENT STUDENT TRANSCRIPT REQUEST**

*Complete one transcript request form per college/university.  
Do not put multiple schools on one form.*

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**Former JCAC students or graduates** needing transcripts or other records, please fill out this request form:

## **JCAC FORMER STUDENT / GRADUATE TRANSCRIPT REQUEST**



**All HiSET/GED transcript requests** are handled through DESE. Call 573-751-1249, email [hse@dese.mo.gov](mailto:hse@dese.mo.gov), or go to the [DESE website](#).

**Third Party Education Verification** requests must submit a signed release before records will be released. You may submit these requests to: [jcac.registrar@jcschools.us](mailto:jcac.registrar@jcschools.us). Third Party requests submitted using the above forms will **not** be accepted.