

# How To Request A Transcript

1. Visit Marion Technical College's (MTC) website, [www.mtc.edu](http://www.mtc.edu)
2. Move the mouse over the **Current Students** tab.
3. On the left hand side, under **Academics**, there will be a link that says **Records & Registration**. Please click on that link.
4. Select the bullet that says **Request MTC Transcripts**
5. Click on the blue **Click Here**. This link will bring up the MTC's transcript ordering system (Parchment).

*If an account has been created than please login in.*

**Don't have an account created, please read below!**

If this is the first time a transcript has been requested through our online ordering system, (Parchment), an account will need to be created. If so, please click on the **Create Account** to create an account. (The requester will receive a tracking a number so please use an email address that will be checked on a regular basis).

*\*Please make sure all of the information is filled out correctly\**

If you have any questions, please contact the Office Student Records (Windows 1 & 2)

Carey Wolf 740-389-4636 ext. 4104

Wendy Main 740-389-4636 ext. 4002

Thank you!

*The student's card will not be charged until the transcript has been processed.*

**Marion**  
**Technical College**