

## Submitting a transcript:

Official transcripts (high school and/or college) must be received for any student seeking a degree from Highland Community College. ***Note, if you are receiving financial aid to pay for classes, you will need to submit official transcripts. Only transcripts sent electronically or by mail directly to HCC from the issuing institution are considered official.***

High school transcripts must be final with a **graduation date posted**.

Transcripts may be sent in one of the following ways to be considered for Admission.

- Emailed directly from your high school/college to [transcripts@highlandcc.edu](mailto:transcripts@highlandcc.edu). Students may also request transcript to be sent to HCC via [Parchment](#) or the [National Student Clearinghouse](#)
- Mailed directly from the issuing institution to HCC at:  
Highland Community College  
Attn: Registrar-Transcripts  
606 W Main  
Highland, KS 66035