

## Transcript Requests

Transcripts can be requested from the counseling office at 213-587-8551 ext. 407 or 409  
During the summer months you can call the Central Office at: 231-587-8764

Recent graduate can also request a transcript through Parchment.

Go to: [www.parchment.com](http://www.parchment.com)

Mancelona students that have taken Dual Enrollment classes through Baker College will need to request a transcript directly from **Baker College**.

Go to: [www.baker.edu](http://www.baker.edu)

Once on the Baker website: go to "Student Services" and then choose "Academics" and then "Transcript Requests".

\*If you do not know your login information for Baker College you will need to call Baker to get this information.

\*There will be a \$3-5 fee for the transcript.

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