

TRANSCRIPTS

Procedure PR 728.07: Transcripts

The Moraine Park Technical College transcript is the complete record of students' enrollment at the college and is maintained by the Registrar's Office. Transcripts are confidential and cannot be released without student authorization.

The College will withhold all student record services to students who have outstanding financial obligations. Services to be withheld include: issuance of an official and unofficial transcript, certification of enrollment, verification of degrees, release of educational records, copying of educational records and registration for future terms/semesters. Services will be withheld until all encumbrances are satisfied.

However, students may review and inspect their educational record at any time.

Official Transcripts

- MPTC has partnered with Parchment Transcript Services (<https://www.parchment.com/u/registration/82410/institution/>) to provide students with fast and secure online transcript ordering and delivery.
- Students create an account with Parchment Services website to complete transcript orders. Students have the option to:
 - Request **electronic** delivery via email, or
 - Request **mail** delivery, or
 - Request to pick up **in-person** at the Fond du Lac or West Bend campus Enrollment Services office.
- For transcripts to remain official:
 - Send transcripts directly to the third party who needs them, or
 - Transcripts issued to the student should remain in the unopened, sealed envelope until it is presented to the employer, institution, or scholarship provider.

Unofficial Transcripts

Students who have attended MPTC within the past 18 months can access their grades/unofficial transcript any time by logging into the myMPTC Student Portal.