

Official Transcript Request from MSCC

- Go to MyMotlow & sign in. (prodssb.mscc.edu)
- Click continue to mymotlow
- **Click** student tab at top
- **Click** student records
- **Click** request printed transcript

Go down to –

Issue to: Fill in name of person you are sending it to.

- **Click** continue

Transcript Type: **Official**

***Fill in ALL blanks thoroughly - Child Care WAGE\$ **109 N.**
Germantown Rd Chattanooga, TN 37411 phone# 423-698-8528

- **Click** continue

Number of copies: 1

Official transcript: **YES**

In progress cutoff Term: _____ (the latest one listed)

Print Transcript: **As soon as possible**

** Delivery Method: (pick how you want them to receive it)

- **Click** continue
- **Verify** all information
- **Click SUBMIT REQUEST**