

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

[&]quot;This project is funded through a contract with the Tennessee Department of Human Services and Tennessee State University, Center of Excellence for Learning Sciences."