

Requests

Transcripts can be issued only with the student's written consent. To request a transcript, open the Transcript Request Form and type in all requested information. Print and sign the form, then mail or fax it to the Registrar's Office at the following address:

Registrar's Office
Heartland Christian College
500 New Creation Rd.
Newark, MO 63458
Fax: (660) 284-4098

Transcripts may also be requested in person at the Registrar's Office, Heartland College. **Requests for transcripts cannot be made by e-mail or by phone.**

Release

Transcripts may be released directly to the student or to a third-party. Transcripts that are issued to a student will be marked "Issued to Student" and will remain official as long as they are not opened. Any request to send a transcript to a third party must include a complete address. If an incorrect address is provided, the student will be responsible for ordering a new transcript.

Processing Time

All transcript requests are processed in the order in which they are received. Please note that a request to send a transcript by fax does not expedite the processing of your request, although it will significantly reduce delivery time. Normal processing time is one to two working days.

Questions

If you have questions about ordering transcripts or the status of your transcript request, please contact Molly Nickerson, Registrar, at (660) 284-4800. Our office is open Monday through Friday from 8:30 a.m. to 4:30 p.m.