

CLC TRANSCRIPT REQUEST

*****You will need to request a copy of your official CLC transcript to be sent to your college. Your college will NOT be able to use your Deer River High School transcript to award college credit for your CIS classes. Please wait until all CLC classes are on your transcript for Spring Semester 2013 before having the official transcript sent to your college.**

To submit your forms electronically:

1. Click on the link below that indicates (Electronic) for the form you need to complete.
2. You will be brought to a login screen, follow the instructions to login. If you have already created a Dynamic Forms account with the Financial Aid Department you can use that same Username and Password.

3. How to create an account:

- a. Click on the "Get Started" button
 - b. Complete the sign in process. Be sure to use your own email address when creating your account (Do not use your parent's or a sibling's email account)
 - c. Write down your Username and Password
 - d. Click on "Create Account"
 - e. You will receive a "Thank You" and then click on "Login to Dynamic Forms"
4. At the "Welcome to Dynamic Forms" screen, click on "Complete This Form"
 5. Complete the form as needed
 6. Press the "Next" button
 7. Type your name in the boxes provided and click on the "Sign Electronically" button
 8. You will then receive a confirmation page that will say "Thank You" and also have the option of printing your form for your records

[Transcript Request \(Electronic\)](#)

The Records and Registration office maintains student academic records. Transcript records show all course-work for which a student was registered during each term of enrollment and the grades awarded for those courses.

ATTENTION:

If you need an official Central Lakes College (CLC) transcript sent to a Minnesota State College or University, that institution may be able to obtain your CLC transcript automatically. Please contact that institution directly for further information. A complete listing of the MnSCU colleges/universities can be found at www.mnscu.edu/campuses. If you need an official CLC transcript sent to any other college or university, please follow the process below.

Unofficial Transcripts may be obtained by the student E-SERVICES site. Students will need their Student Tech ID/Login ID and Password to access their unofficial transcripts on the E-SERVICES site.

Here is contact information for CLC Records and Registration staff if you need help:

[Antolak, Wendy](#) Registration wantolak@clcmn.edu 218-855-8032

[Kangas, Michelle](#) Registration mkangas@clcmn.edu 218-855-8034

[Platta, Julie](#) Registration jplatta@clcmn.edu 218-855-8040