


DESE Transcript Requests

DESE only accepts hard-copy transcripts. Please following the directions below to send your ECC transcripts to DESE.

<https://tsorder.studentclearinghouse.org/school/ficecode/00886200>

Transcript Ordering Center 

System Messages

Important Information: AUG. 8-9 DOWNTIME: As part of our continued commitment to improving our service and performance, the Clearinghouse is upgrading our systems. During the upgrade, all Clearinghouse services will be unavailable from 5AM ET, on Sat., Aug. 8 through 12PM ET, on Sun., Aug. 9. We apologize for any inconvenience, and look forward to being able to better serve you.

Important Information: Please be advised there may be delays or disruptions in processing transcript requests by institutions closed due to the Coronavirus. Please check the school's website for closure information.

Order a Transcript

Enter the school you want to request your transcript from

[Advanced Keyword Search](#)

[CONTINUE >](#)

Scroll down to the bottom of the school notifications screen and click on the Order Transcripts button.

School Notifications

Due to the COVID-19 outbreak, National Student Clearinghouse has stated that there could be delays mailing transcripts. To guarantee transcripts are received in a timely manner, it is recommended to request electronic transcripts. An exception would be Teacher Certification requests to DESE. Please note DESE only accepts mailed transcripts.

Delivery Options include:

- All transcripts will total \$10 per copy including all processing fees.**
- Electronic Transcripts** - Electronic transcripts are normally processed within 1 hour of request.
- Mailed Transcripts** - Transcripts are normally processed within 2-3 business days. Transcripts ordered on Friday will be sent out on the following Tuesday. For your convenience, please consider the PDF option for a electronic delivery.
- Hold for Pick-up** - Due to COVID-19, transcripts will not be available for pick-up on campus. It is recommended to email or mail these.
- Hold for Grades** - Students may request transcripts to be held for final grades of the term enrolled. It is recommended that students do not choose this option unless **30 days before the end of the term.**
- Hold for Degree** - Students may request transcripts to be held for degree conferred. It is recommended that students do not choose this option unless **30 days before the end of the term.**

Holds on Accounts: Services are withheld for any student who owes the College money or property.

You will be required to enter your social security number **or** East Central College student ID number in order to submit your request.

You will be asked to sign a consent form at the end of your request. You will not be able to sign electronically if you are ordering on your cell phone. If you are ordering from a desk top or lap top computer, choose "sign electronically". If you complete the entire request except for signing the consent form, you can go back on the site later, enter your order number, and sign then. **Call the National Student Clearinghouse Customer Service Number 703-742-4200 if you have any technical issues while ordering your transcript!!!**

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Next, enter your personal information and hit Continue.

The screenshot shows a progress bar at the top with three steps: 1. Enter Personal Information (active), 2. Select Transcript and Delivery Details, and 3. Confirm Order and Check Details. Below the progress bar is the title 'Enter Personal Information'. Underneath is a section titled 'Personal Information' with the note 'All fields required, unless otherwise indicated'. The form contains the following fields: 'First Name', 'Middle Name (Optional)', 'Last Name', 'Date of Birth' (with a placeholder 'MM/DD/YYYY'), and a question 'Has your name changed since attending school?' with 'YES' and 'NO' buttons.

Once your information is entered, you will be asked to select transcript and delivery details. From the dropdown menu, select "Employer or Other."

The screenshot shows the 'Transcript Ordering Center' header for East Central College. The progress bar at the top indicates step 2, 'Select Transcript and Delivery Details', is active. The section title is 'Select Transcript and Delivery Details'. Below it is a section titled 'Recipient' with the note 'All fields required, unless otherwise indicated'. A paragraph of text explains FERPA requirements: 'According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type'. Below this is a dropdown menu labeled 'Who are you sending your transcript to?'. At the bottom of the form are two buttons: 'CANCEL ORDER' and 'CONTINUE'.

Another line will appear. You will enter Missouri Department of Elementary and Secondary Education.

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Transcript Ordering Center EAST CENTRAL COLLEGE

1 Enter Personal Information ————— 2 Select Transcript and Delivery Details ————— 3 Confirm

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?
Employer or Other

Enter Business or individual's Name
Missouri Department of Elementary and Secondary Education

Enter the processing details as highlighted below. If you need to send a file with the form, you can select the option at the bottom of this screen.

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?
Current Transcript - Process As Is

NOTE: This option is for students and alumni who want their transcript processed and sent as it is today. It will reflect your grades through your last or latest term.

Delivery Information

How do you want your transcript sent?
Mail/United States

How many copies do you want?
1 copy = \$7.50

School's Terms and Conditions:
Transcript will be mailed to recipient via regular 1st-class USPS mail within 1-2 business day of order.

I have read and accept my school's terms and conditions for the delivery method of Mail/United States?
Acceptance to the Terms and Conditions is required.

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Next, is the recipient information where you will fill out the address. Finally, you will add to cart and fill out the payment information.

Recipient Delivery Information All fields required, unless otherwise indicated

Name of Recipient
MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Attention
Educator Certification
(Optional)

Recipient Country
United States

Address 1
205 Jefferson Street
Street number and name or PO Box

Address 2
PO Box 480
Building, campus box, floor, apt, suite (Optional)

City
Jefferson City

State/Territory/APO
Missouri

Zip/Postal Code
63357

Phone Number
(XXX) XXX-XXXX (Optional)

You will then be directed to a screen for payment and processing. You will receive an email receipt as confirmation.