

How to Request an Official Transcript

There are two options when requesting transcripts:

A) If you have grade records older than 1996 you will need to fill out paper request form which you can print out at by following these steps:

1. Go to www.ccd.edu
2. Go to “Students”
2. Click on “Admissions & Registration” under Students
3. Click on “Forms” under Center for Enrollment Services.
4. Click on “Transcript Request form”

You can fax in your request to the Records and Registration office at 303-556-2431.

You can mail in your request to :

Community College of Denver
Records and Registration office
Campus Box 201, P.O. 173363
Denver, Co 80217

You can bring in the request to South Classroom 133.

Note: If you are requesting express delivery of your transcripts, please visit the Cashiers Office to make your payment or call at 303-556-2075.

B) If you are a current student you will need to sign into your MyED student account online. Follow the steps below.

- 1) Go to www.ccd.edu
- 2) Go to “Links”
- 3) Click on “MyCommunity EDUCATION”
- 4) Click on “Enroll, Register, Class Search”
- 5) Click on “Current Students”
- 6) Enter you Student ID “S” number in the User ID field
-“S” must be in upper case when logging in
Enter your PIN (6 digits)
- 5) Click on “Student Menu”
- 6) Click on “Student Records Menu”
- 7) Click on “Official Transcript Request”

If you had difficulty accessing your account, please refer to the quick guide: **How to Access CDD’s Student Account Online, MyED** or contact Record or Registration Office at 303-556-2420