

MOCC Cosmetology Request for Transcripts

The student may request transcripts from the MOCC Cosmetology Program. The transcripts contain the following information:

- Program of Study
- Enrollment Date
- Ending Date
- Total Completed Hours
- Final Written and Practical Assessment Scores
- Total of Completed Minimum Practical Applications (MPA's)

Procedure:

The student requesting the transcripts must:

1. Be officially withdrawn from the cosmetology program.
2. Have all financial obligations to the MOCC paid in full.
3. Be enrolled in another cosmetology school.
4. Submit and sign a “request for transcripts” to the new cosmetology school. This form can be found on the MOCC cosmetology webpage.

The cosmetology school requesting the information must:

1. Fill out the school portion of the “request for transcripts” form.
2. Send form to Mecosta Osceola Career Center, 15830 190th Avenue, Big Rapids, MI 49307 **or** to kbolin@moisd.org **or** via fax 231-796-0262. Attention: Kelli Bolin.

The MOCC cosmetology school will:

1. Complete the “request for transcripts.”
2. Send the required information, along with the completed “request for transcripts” form to the school requesting the transcripts.
3. Information will be sent within seven (7) business days from request date.