Policy:

Transcripts are complete records of a students’ KCAI academic history. They provide the following information:

- All courses attempted and earned
- Credit hours attempted and earned
- Grades earned in each course
- Semester and cumulative grade point average
- Academic status
- Degrees conferred and dates

Procedure:

Official transcripts – these have both the KCAI school seal and the Registrar’s signature and are mailed directly to another school, agency, or institution. Official transcripts are ordered online through the National Clearinghouse: [http://www.kcai.edu/kcai.edu/transcripts](http://www.kcai.edu/kcai.edu/transcripts). Transcripts requests are usually processed within 3-5 days, unless a student has a hold on their account (i.e., owes money to KCAI, delinquent on Perkins loans, etc…).

Unofficial transcripts – do not have school seal or Registrar’s signature and can be printed from the student MyKCAI portal: [www.mykcai.kcai.edu](http://www.mykcai.kcai.edu). Click on “student tab” and then “unofficial transcript” link.