



Drury Transcripts

To access an **UNOFFICIAL transcript** from Drury University.

Currently enrolled students can access and print an unofficial transcript through MyDrury.

Step 1: Log in to [MyDrury](#).

Step 2: Click on the **Student** Tab.

Step 3: Click on **Unofficial Transcript** (links located on the left side of the page).

Step 4: Using the drop-down menu, select the **Division** you would like to view.

- Students who are not currently enrolled can request an unofficial transcript in person in the [Office of Records & Registration](#).

To order an **OFFICIAL transcript** from Drury University, please follow the directions below.

When sending a transcript to a school, organization, or employer, an official copy is optimal. Current and former students can request an official transcript online through the [National Student Clearinghouse](#), by mail, or in person. There is an \$8.40 fee for a transcript ordered online and a \$12.00 fee for a transcript ordered via mail or in person.

Order Online:

Drury University has authorized the [National Student Clearinghouse](#) to provide transcript ordering via the Web.

1. Go to: studentclearinghouse.org (linked above)
2. Click: The green oval: "Order-Track-Verify"
3. Students will need their SSN and a credit card.
4. Follow the directions on the website to request **official** transcripts.
5. The cost of an official transcript is \$8.40.

Delivery options for this method:

1. PDF format via email.
2. Hard copy mailed to the recipient.
3. Hard copy picked up in the Office of Records & Registration.