

Card number

Community Colleges of Spokane OFFICIAL TRANSCRIPT REQUEST (ACADEMIC CREDIT CLASSES ONLY)

• \$5 nonrefundable fee per transcript

 Allow minimum of 7 college business days for processing

· Payment required prior to processing

SEPARATE REQUEST FORM REQUIRED FOR EACH COLLEGE. (Check one)

Fill in all information completely. Please PRINT.

☐ Spokane Community College
Cashiers MS 2155
1810 N Greene St
Spokane WA 99217-5399
Ph. 509-533-7000 • FAX 509-533-7455
www.scc.spokane.edu

☐ Spokane Falls Community College
Cashiers MS 3171
3410 W Fort George Wright Dr
Spokane WA 99224-5288
Ph. 509-533-3500 • FAX 509-533-3515

www.spokanefalls.edu

Name			
Name	Middle	Date	
Address Present mailing address		Date	
CityState	ZIP		
() Email		Student Identification Number	
Phone () Email			
Previous name(s)			
Birth date		Social Security Number Your Social Security number is confidential and, under a	
Student's signature REQUIRED		federal law called the Family Educational Rights and Privacy Act, the college will protect it from unauthorized use and/ or disclosure. In compliance with state/federa	
Note: Transcripts include only the academic record for completed quarters. Transcripts will not be released if the student has not fulfilled financial obligations to the college. Select ONE of the following: (Request to process cannot exceed one academic year)		requirements, disclosure may be authorized for the purposes of state and federal financial aid, Hope/Lifetime Learning tax credits, academic transcripts, assessment an accountability research.	
		Students enrolled at SCC or SFCC requesting an official transcript be sent from one campus to another will not be charged the transcript fee.	
		another will not be charged the transcript fee.	
Process after grades- (QTR/YR)		Incomplete, unsigned or payment not included requests will not be processed and will be	
Process after grade change- (QTR/YR)		returned by mail.	
Process after degree posted- (QTR/YR) *Transcript will be sent whether or not degree,	/certificate is earned.*		
PICK UP (SCC: Building 15; SFCC: Building 17)		CASHIER TRANSCRIPT OFFICE USE ONLY	
MAIL TRANSCRIPT TO: One address per form No.	o. of copies	Request Denied	
Name		No transcript Outstanding account	
		Payment incorrect	
Attn		Admissions hold	
Address		☐ Other	
City State/Country	ZIP		
COMPLETE	FOR MAIL AND FAX REQU		
Indicate method of payment—DO NOT SEND CASH	☐ Check Enclosed	Charge my:	
Card holder's name (please print)			
Card holder's signature			

Verify number

Expiration date

Transcripts are **not issued** until **all outstanding accounts with the college** are paid.

Transcripts of credits—In compliance with the Family Educational Rights and Privacy Act of 1974, a student's grade transcript will be released only upon written request to the Transcript Office. The request must include the student's full name, previous name if applicable, approximate last date of attendance, student identification number, student's signature, and address(es) where the transcript(s) should be sent.

Allow a minimum of one week for processing. Official, sealed transcripts are required by other institutions when a student transfers. Transcripts include only the academic record for completed quarters. Transcripts will not be released if the student has not fulfilled all financial obligations to the college. Transcripts will not be released to a third party without written permission of the student. Picture ID is required when ordering or picking up transcripts in person. Special delivery will be provided only if a prepaid mailer is included with the transcript request.

Transcripts from other schools—SCC and SFCC do not issue or certify copies of transcripts from other institutions. Transcripts reflecting a student's previous college education which have been submitted to the college as a requirement for admission become part of the official file and cannot be returned to the student. Any student desiring transcripts of credits earned elsewhere must order official transcripts from the institution where the credits were taken.