



# Spokane Community College 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

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

Fill in all information completely. Please PRINT.

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Present mailing address

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
Day

Previous name(s) \_\_\_\_\_

Birth date \_\_\_\_\_

Indicate last quarter of attendance: \_\_\_\_\_

Student's signature \_\_\_\_\_ **REQUIRED**

**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)

- Process Now
- Process after grades- (QTR/YR) \_\_\_\_\_
- Process after grade change- (QTR/YR) \_\_\_\_\_
- Process after degree posted- (QTR/YR) \_\_\_\_\_  
\*Transcript will be sent whether or not degree/certificate is earned.\*

**PICK UP** (SCC: Building 15)

**MAIL TRANSCRIPT TO:** One address per form No. of copies \_\_\_\_\_

Name \_\_\_\_\_

Attn \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Country \_\_\_\_\_ ZIP \_\_\_\_\_

Date \_\_\_\_\_

--	--	--	--	--	--	--	--	--	--

Student Identification Number

--	--	--	--	--	--	--	--	--	--	--	--

Social Security Number

Your Social Security number is confidential and, under a 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/federal requirements, disclosure may be authorized for the purposes of state and federal financial aid, Hope/Lifetime Learning tax credits, academic transcripts, assessment and accountability research.

Students enrolled at SCC requesting an official transcript be sent from one campus to another will not be charged the transcript fee.

Incomplete, unsigned or payment not included requests will not be processed and will be returned by mail.

<b>CASHIER/TRANSCRIPT OFFICE USE ONLY</b>	
<b>Request Denied</b>	
<input type="checkbox"/> No transcript _____	
<input type="checkbox"/> Outstanding account _____	
<input type="checkbox"/> Payment incorrect _____	
<input type="checkbox"/> Admissions hold _____	
<input type="checkbox"/> Other _____	

-----  
**COMPLETE FOR MAIL AND FAX REQUEST ONLY**

Indicate method of payment—DO NOT SEND CASH

Check Enclosed

Charge my:  VISA

MasterCard

Card holder's name (please print) \_\_\_\_\_

Card holder's signature \_\_\_\_\_

Card number 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration date 

--	--

 / 

--	--

  
Month Year

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 does 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.