

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 pre-paid 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.