

STUDENT INFORMATION *Required Information

* Student ID OR Last 4 of SSN: _____ *Date of Birth: ____/____/____
 * Name: _____
(Former name(s), if different while attending SCC)
 * Preferred Current Email Address: _____
 * Preferred Phone Number(s): (____)____-____-____ Cell Home Work (____)____-____-____ Cell Home Work

(Complete this section ONLY if attendance is prior to 1985.)

Dates of Attendance: ____/____/____ to ____/____/____ Full SSN: ____-____-____
Month Year Month Year

Official transcripts will not be released for students who are indebted to the college.

TRANSCRIPTS *List recipient name(s) and mailing address(es)*

Emailed or faxed copies may be requested- but **will not be official copies & only available to be sent immediately**. List email address or fax # as recipient address.
 Official electronic copies can be ordered on-line through National Student Clearinghouse.

**College addresses may be omitted if unknown. List school name, city, state & department (Undergrad Admissions, Graduate School, etc.) _____

MAIL - Now

MAIL - (Current students) After End of Current Semester Name of Recipient #1 _____

MAIL - (Current students) After upcoming Commencement Mailing Address _____
 **May take up to 3 weeks following semester end

_____ City State Zip _____

MAIL - Now

MAIL - (Current students) After End of Current Semester Name of Recipient #2 _____

MAIL - (Current students) After upcoming Commencement Mailing Address _____
 **May take up to 3 weeks following semester end

_____ City State Zip _____

Student Pick Up (Available 24 hours after request)

of copies _____

*Photo ID REQUIRED for all pickups **Must be picked up by student unless released to another party listed below

Third party authorized to pickup transcript(s) : _____

SIGNATURE REQUIRED

I authorize SCC to release my transcript to the addressee(s) listed above.

Signature _____ Date _____

The Registrar's Office will make every effort to comply with your request within seven working days after receipt. Transcript requests for the current term and after graduation will be processed as soon as all grades are received and/or diplomas conferred.