

**SANTIAGO CANYON COLLEGE – ORANGE EDUCATION CENTER
DIVISION OF CONTINUING EDUCATION
OFFICIAL TRANSCRIPT REQUEST FORM**

To order an official transcript a written request and photo identification is required. Allow 2-5 business days from receipt of request for processing; rush transcripts are not available. The first 2 copies of your official transcript are free; there will be a \$3.00 fee for additional copies (make check/money order payable to RSCCD – cash payments are not accepted). Please complete the following information:

STUDENT INFORMATION:

Full Name (as it appears on your student records): _____

Student Telephone Number: (_____) _____

Student ID #: _____ OR Social Security #: _____

Date of Birth: _____

Graduation Year (if applicable): _____ OR Approximate dates attended: _____

Comments/Notes: _____

TRANSCRIPT DELIVERY METHOD: (Please Check a box)

WILL PICK UP: (Transcript will only be released if a copy of a photo ID with signature is presented at pick up. Transcripts are only held for 14 days after processing and will be destroyed thereafter).

WILL BE PICKED UP BY: (Transcript will only be released if designee presents a photo ID to verify their identity. Transcripts are only held for 14 days after processing and will be destroyed thereafter).

Print Name of Designee: _____

MAIL TO: (Please note that SCC-OEC is not responsible for lost or misdirected mail.)

School Name (if applicable) or Attention: _____

Address: _____

City: _____

State: _____ Zip Code: _____

STUDENT AUTHORIZATION: (Student signature is required to process and release transcripts)

Student Signature: _____

Date: _____

SUBMISSION INFORMATION:

Please submit this completed/signed request form IN-PERSON, VIA MAIL, or VIA FAX along with a copy of a photo ID with signature to:

SCC – Orange Education Center
Attn: Admissions & Records / Transcript Request
1465 N. Batavia St., Orange, CA 92867
FAX: (714) 744-5138 (only first 2 copies may be requested via fax)

Please Note: A copy of your transcript (or an unofficial transcript) may only be obtained in person if a photo ID is presented.

FOR OFFICE USE ONLY

Date request received:		Picture ID presented upon pick-up:	
Status of student record:		Staff Initials:	
H.S Graduation date (if applicable):			
Transcript Fee applicable:			
Date request was processed			