SANTIAGO CANYON COLLEGE – 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). Fee payment is due upon placing transcript order. Please note this form is not to be used for college-credit coursework completed. 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:

H.S. 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. Mailed or Faxed requests must include a copy of a photo ID with signature to:

Orange Education Center – W. Chapman Center
Attn: Admissions & Records / Transcript Request
1937 W. Chapman Ave., Suite 200, Orange, CA 92868
FAX: (714) 978-1005 (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: ____________________________