



PRIORITY TRANSCRIPT REQUEST

IMPORTANT: It is the students' responsibility to verify that all final grades, grade changes, and awards conferred (i.e. degrees, certificates, or certifications) are present on the unofficial transcript (available on WebAdvisor) before submitting this Priority Transcript Request. Transcripts will be sealed as-is at the time of processing this request. The student must provide a valid picture ID in order for transcripts to be released.

STUDENT INFORMATION

Student Name: _____ **SCC Student ID#:** _____
(Last) (First)

Birth Date: _____ **\$8.00 Priority Transcripts** *(for immediate pick-up)* **Number of copies:** _____

I have attended classes within the Rancho Santiago Community College District (*Santiago Canyon College or Santa Ana College*) prior to 1986.

By signing below I confirm that I have read and agree to abide by the conditions detailed above.

Student Signature: _____ **Date:** _____

FOR A&R USE UPON RECEIPT

Holds Checked ID Checked If student attended before 1986 retrieve transcript from Laserfiche **Staff Initials:** _____ **Date:** _____

Mailing Option Selected: \$8.00 Priority X **Quantity:** _____ = **Total Cost:** \$ _____ .00 / Student is using one of their two free copies