



# REQUEST FOR TRANSCRIPT

(See reverse side for Transcript Policy)

<b>OFFICIAL USE ONLY</b>
Fee Paid: _____
Receipt No.: _____

## STUDENT INFORMATION *(Please Print)*

Full Name: \_\_\_\_\_

Name used during last attendance, if different from above: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Approximate Dates of Attendance: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Did you attend prior to 1980?  Yes  No

Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Student Signature: \_\_\_\_\_

(A computer reproduced signature is NOT ACCEPTABLE)

## COST

The first two transcripts ever issued to/for you (in your lifetime) are free; \$5.00 for each transcript thereafter.

### Additional Charges:

- RUSH Processing – \$10.00 applies to same day hand delivered orders only.
- Federal Express – Standard Overnight - \$23.00       Federal Express – International - \$53.00
- Federal Express – Alaska/Hawaii only - \$30.00

Note: Federal Express orders submitted before 1:00 p.m. are shipped the SAME day; after 1:00 p.m., transcript will be shipped the next business day.

## PAYMENT INFORMATION

Check or Money Order – Make Payable to: San Diego Community College District

Credit Card – Complete Fields Below:

SELECT CREDIT CARD TYPE:  Visa       MasterCard

AMOUNT: \_\_\_\_\_

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Month and Year)

Signature of Card Holder: \_\_\_\_\_

Signature authorizes SDCCD to charge credit card for order

## TRANSCRIPT REQUEST INFORMATION

### Send Transcript:

To: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

# _____	Number of transcripts requested to be mailed to the address on the left.
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**CHECK ONE:** (If no selection is made, transcript will be sent now)

- Send Transcripts Now
- Hold for Final Grades (transcripts will not be sent until the end of the current semester)

**Please Note: Transcripts sent electronically will include your social security number.**

Please note all mail is delivered to the U.S. Post Office after 4:00 p.m.

## **San Diego Community College District TRANSCRIPT POLICY**

**Grades and transcripts will be withheld for any college debts from any current or former student.**

**A. Requesting final transcripts to show semester grades:**

- **Spring, Summer & Fall Semesters:** Transcripts will not be sent until one (1) week after the end of the semester for 'Hold for Final Grades' requests.
- **Online Request:** Checking 'Hold for Final Grades' when placing a transcript order online will HOLD ALL transcript requests until the date specified. You may also refer to mySDCCD to verify when grades will be available online.
- Students should **view mySDCCD** before requesting their transcript to verify that all grades for the current semester are posted.

**B. No partial transcripts will be issued.**

**C. Only the specified classes taken at the San Diego Community College District will show on the transcript.**

**D. The first two (2) transcripts EVER issued to/for you are free. (All previous transcript requests count in this total). After that, transcripts are issued at a cost of \$5.00 per copy, payable in advance.**

**E. Transcripts of credit sent from our college to another institution are considered to be official. Transcripts presented by a student are considered to be unofficial unless sealed and noted to be official on the outside of the envelope.**