



Request For Official Transcript Exchange

(Academic Credit Classes between SCC and SFCC)

There is no charge associated with this service.

Disclaimer: This form is only for Official Transcript exchange between SCC and SFCC.

All other Official Transcript Requests must be ordered and paid for online.

Student identification number (EMPLID) (###-##-####) _____

First Name _____ M.I. _____ Last Name _____

Birthdate (mm/dd/yyyy) _____ Phone _____ Email _____

Request authorization (Check ONE).

☐ I authorize the release of my Official **SCC** transcript to be sent to **SFCC**.

Student's signature _____ Date _____

Completed and signed forms may be returned to your transcript school by the following methods:

Spokane Community College (SCC)

In-Person: Bldg. 15, RM 102 Transcripts & Records

Email: SCC.Transcripts@scc.spokane.edu

Mail: Transcripts and Records MS 2151

1810 N Greene St

Spokane WA 99217

Transcript Office Use Only	Status: ☐ Processed ☐ Denied Processor: _____ Date _____
	Comments: _____