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 **SFCC** transcript to be sent to **SCC**.

Student's signature _____ **Date** _____

Completed and signed forms may be returned to your transcript school by the following methods:
Spokane Falls Community College (SFCC)
In-Person: Bldg. 17, Lower Level Admissions & Registration
Email: SFCC.Transcripts@sfcc.spokane.edu
Mail: MS 3011
3410 W Whistalks Way
Spokane WA 99224

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