Spokane Community College
Unofficial Transcript Request

- This form is only for unofficial transcripts.
- Complete this form to request an unofficial SCC college transcript if you last attended Summer 2009 or earlier, or to request an unofficial SCC high school transcript regardless of attendance dates.
- Unofficial college transcripts from Fall 2009 onward are available through your ctcLink Student Homepage. High school transcripts must be requested using this form.
- Unofficial transcripts cannot be sent to other colleges or universities. Please allow 1–3 business days for confirmation and processing.
- There is no charge associated with this service.

Student identification number: _____

First Name: _____ M.I.: _____ Last Name: _____

Previous Name: _____ Birthdate (mm/dd/yyyy): _____

Phone: _____ Email: _____

Please select which transcript you are requesting: ☐ high school ☐ college transcript

Indicate how you want your transcript:	
☐ Pick up at SCC:	Number of copies: _____
☐ Email to:	Recipient: _____
	Organization (if applicable): _____
	Email Address: _____
☐ Fax to:	Recipient: _____
	Organization (if applicable): _____ Fax Number: _____
☐ Mail to	Recipient: _____
	Organization (if applicable): _____ Number of copies: _____
	Address: _____ City: _____ State/Country: _____ Zip: _____

Student's signature: _____ **Date:** _____

Completed and signed forms may be returned to Spokane Community College by the following methods:

Spokane Community College (SCC)
In-Person: Bldg. 15, RM 102 Transcripts & Records
Email: SCC.Transcripts@scc.spokane.edu
Fax: 509.533.8887
Mail: Transcripts and Records MS 2151
1810 N Greene St
Spokane WA 99217