



**Community Colleges
of Spokane**

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.
If you have an unpaid balance on your account, this request will not be processed.

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**.

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 Community College (SCC)

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

Email: Transcripts@scc.spokane.edu

Mail: Transcripts and Records MS 2151
1810 N Greene St
Spokane WA 99217

Spokane Falls Community College (SFCC)

In-Person: Bldg. 17, Lower Level Admissions & Registration

Email: SFCC.Transcripts@sfcc.spokane.edu

Mail: MS 3011
3410 W Fort George Wright Dr
Spokane WA 99224

Transcript Office Use Only	Status: <input type="checkbox"/> Processed <input type="checkbox"/> Denied Processor: _____ Date _____
	Comments: _____