



# Spokane Community College UNOFFICIAL TRANSCRIPT REQUEST

This form is only for unofficial transcripts.

Fill out and submit this form if you attended Spokane Community College, your last quarter was Summer 2009 or earlier, and you want to request an unofficial copy of your academic transcripts. Unofficial Transcripts will not be sent to another college or university. If you attended SCC in Fall 2009 or later you can log directly into your ctcLink account to view your unofficial transcripts via your student homepage. Once the form has been signed and submitted, you will receive a confirmation email within 1 – 3 business days. Allow 1 – 3 business days before transcripts are sent.

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: \_\_\_\_\_

Indicate how you want your transcript:	
<input type="checkbox"/> Pick up at SCC:	Number of copies: _____
<input type="checkbox"/> Email to:	Recipient: _____
	Organization (if applicable): _____
	Email Address: _____
<input type="checkbox"/> Fax to:	Recipient: _____
	Organization (if applicable): _____ Fax Number: _____
<input type="checkbox"/> 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](mailto:SCC.Transcripts@scc.spokane.edu)

Fax: 509-533-8887

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