



# SOLANO COMMUNITY COLLEGE TRANSCRIPT REQUEST

**PLEASE NOTE: A separate form is required for each address to which transcripts are sent.**

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Month / Day / Year

Print Name \_\_\_\_\_  
Last First Middle

Name While Attending SCC \_\_\_\_\_

Current Address \_\_\_\_\_  
Street City State Zip

Did You Attend SCC Prior To Fall 1977? \_\_\_\_\_ Yes \_\_\_\_\_ No

Dates Of Attendance At SCC: From \_\_\_\_\_ To \_\_\_\_\_

Telephone: Day (\_\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### Processing Instructions

**Please Note:** Current semester grades, grade changes and degrees are not available until a few weeks after the end of the semester.

### **(Select One)**

\_\_\_\_\_ Process request upon receipt

\_\_\_\_\_ Hold request to include \_\_\_\_\_ Final Grades \_\_\_\_\_ Degrees \_\_\_\_\_ Grade Changes;  
for end of semester \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer

\_\_\_\_\_ Special Instructions: \_\_\_\_\_

### **Delivery Method (select one):**

\_\_\_\_\_ Hold for in-person pickup  
\_\_\_\_\_ Mail to: (one address only)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Request type / cost (select one or more type and enter number of copies and cost):**

See information on back for processing time.

\_\_\_\_\_ Regular processing \_\_\_\_\_ Copies/Free (first 2 ever requested)  
\_\_\_\_\_ Regular processing \_\_\_\_\_ Copies @ \$2.00 each = \$ \_\_\_\_\_  
\_\_\_\_\_ Rush Service \_\_\_\_\_ Copies @ \$7.50 each = \$ \_\_\_\_\_

Total Payment Due With Request: \$ \_\_\_\_\_

**STUDENT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

### **Payment Type (select one):**

\_\_\_\_\_ Cash (in-person only) \_\_\_\_\_ Check \_\_\_\_\_ Money Order  
\_\_\_\_\_ Credit Card: Visa/MasterCard # \_\_\_\_\_ Expires \_\_\_\_\_

**Request will be returned unprocessed if the form is incomplete (including signature), the payment is not included, OR if there are debts or holds on your student account.**



## SOLANO COMMUNITY COLLEGE TRANSCRIPT INFORMATION

Upon written request, an official transcript of record, bearing the seal of the College and signature of the Dean of Admissions and Records, will be created and placed in a sealed envelope. Do not break the envelope seal or the document will no longer be considered official.

Test scores and transcripts from other colleges are not a part of the Solano Community College transcript and must be requested from the appropriate testing center or college.

Transcripts can either be mailed to the address you specify in your request or held for in-person pickup at the Office of Admissions and Records. In-person pickup can only be made by the student or with written authorization from the student. A photo I.D. must be shown.

Transcripts **cannot** be ordered by telephone or e-mail. The Family Education Rights and Privacy Act requires the College to have a signed and dated written release before issuing transcripts. Transcript requests are accepted in-person at the Admissions and Records Office (Building 400), by Fax **(707-646-2053)**, or by mail to:

**Solano Community College  
Admissions and Records Office  
4000 Suisun Valley Road  
Fairfield CA 94534-3197  
ATTN: Transcripts**

**Faxed requests** must include a VISA or MasterCard account number and expiration date with authorization for the charge.

**Mailed requests** must be accompanied by check, money order, or VISA or MasterCard account number and expiration date with authorization for the charge.

**Transcripts will only be issued with all of the following:**

- Signed and dated written request from student
- Transcript payment accompanying the request (after the first two free transcripts)
- All SCC debts paid, if necessary. (All holds, including financial holds, must be cleared before transcript requests can be processed.)

**If any of the above requirements are not met, the request will be returned unprocessed.**

**Request Type:**  
**Regular processing**

**Transcript Cost:**  
First two transcripts ever  
requested: FREE  
Any additional transcripts:  
\$2.00 per transcript

**Processing Time:**  
Approximately ten business days from  
the date the request is received by the  
Office of Admissions and Records

**Rush Service**      **\$7.50** (total cost)  
per transcript

**In-person request:**  
**One hour maximum**  
*(Additional time may be necessary if there are grades  
prior to 1978.)*

**Faxed requests:**  
**Same day or the next business day**

- Note: If your transcript is to be mailed, please allow additional time for U.S. Postal Service delivery.

**(Unofficial transcripts can be printed from your MYSolano student account,  
from our website at [www.solano.edu](http://www.solano.edu).)**