



Official Transcript Request

100 Weldon Boulevard, Sanford, Florida 32773 • Phone: 407-708-4722 Fax: 407-708-2029

Student Name: _____ Name at attendance: _____
First Middle Last Former/Maiden Name

Address: _____
Street Address City State Zip

SSN: _____ - _____ - _____ Student ID: _____ Birth Date: _____ / _____ / _____
xxx xx xxxx Example: 1234567 Month Day Year

Phone #: (_____) _____ - _____ Currently Attending OR Date Last Attended: _____ / _____
Area Code Month Year

Please indicate your desired preferences and quantity: (Limit of 4 copies per request) 1 institution or address per form

_____ Hold for Pick-up _____ Total (Mail out) _____ Total (Pick up)
_____ Hold for Degree Statement _____ Hold for Grades (Grades not final until end of semester)

All Careers College/Vocational/Continuing Ed ESOL AHS

Note: A Photo ID is REQUIRED to pick up transcripts. Transcripts will only be released to the student whose name appears on the transcript. To authorize someone to pick up transcripts on your behalf, please indicate that person's name below. **Transcripts not picked up after 30 days will be destroyed.**

I authorize _____ to pick up my transcripts (Photo ID REQUIRED)
Name of Person Authorized to Pick Up Transcripts

Send Transcripts to: _____
Name of Institution or Recipient

Complete Mailing Address: _____
Street Address City State Zip

Please Note:

- Transcript requests take **5-7 business days to process**. This does not include the time your transcript takes to be mailed.
- Peak times such as registration periods may take longer for your request to be processed
- If you have holds or balances on your account, we will be unable to process your request. If you are unsure if you have a hold or balance, please log into your MySCC account and click on View my holds.
- If you had a hold and have fulfilled your obligation, it is **your responsibility** to contact the records office. Your request will be processed within 3 business days after notification.
- Please note that Seminole Community College is not responsible for mail lost by the U.S. Post Office. If your transcript does not arrive at its destination, you must submit another request (this will take the usual processing time, no exceptions).
- Unofficial Transcripts are available online in MySCC.
- Please sign below. We are unable to release your transcript without your signature.
- **Transcripts can not be sent via fax.**

Student Signature: _____ Date: _____
By signing you acknowledge you have read and understand the above information.

FOR OFFICE USE ONLY

_____ ENTERED _____ PROCESSED _____ PICKED UP

_____ RECEIVED _____ SERVICE IND _____ GED LETTER SENT _____ MICRO