



Spartanburg Community College
Unofficial Transcript Release Form Request
 Fax # 864-592-4689

Name:

Last *First* *Middle* *Maiden* *Other Names Used*

Current Address:

Street *City* *State* *Zip*

ID/SSN _____ Date of Birth _____ Program _____

Date first enrolled _____ Date graduated _____

Are you enrolled this term? _____ If, not, last date enrolled _____

Transcripts will not be processed same day. Transcripts (1962 through 1982) which require research and additional preparation will be processed within 3-5 business days. Inactive transcripts are defined as transcripts not on the current system. Students may pick up an active unofficial transcript within 2 business days.

An unofficial transcript is for student use or advising purposes only.
Students with Web Advisor access may print Unofficial Transcripts via the Web.

Choose one of the following options for Inactive Transcripts:

Pick Up on _____

___ FAX# _____

I hereby give my permission for the Registrar's Office at Spartanburg Community College to release a copy of my unofficial transcript fax number listed above.

Student's Signature _____ Date _____

Home Phone Number _____ Work Number _____

Student Records Personnel: Date Mailed _____ Date Faxed _____

Spartanburg Community College
 ATTN: Office of Student Records
 P.O. Box 4386
 Spartanburg, South Carolina 29305