

TRANSCRIPT REQUEST FORM

SEND with signature and copy of picture ID to:

San Jacinto College Student Records Management 13735 Beamer Road Houston, TX 77089 Fax: 281-669-4720

EMAIL:

SanJac.Transcripts@sjcd.edu

PLEASE READ INSTRUCTIONS

- 1. Some holds will prevent transcripts from being sent. Also, be sure all financial obligations are met.
- 2. Transcript may be released only with the written authorization of the student.
- 3. Picture **ID** is required before a transcript is released.
- 4. Except as noted below, allow at least 2 to 3 business days for processing of transcript request.
- 5. Complete a separate Transcript Request Form for each destination to which you want transcripts mailed.

TRANSCRIPTS MAY NOW BE REQUESTED THROUGH <u>WWW.PARCHMENT.COM</u> OR YOUR SOS ACCOUNT ON THE SAN JAC WEBSITE AT <u>WWW.SANJAC.EDU</u>.

Last Name	First Name		Middle Name	
Student ID Number		Other names used while attending San Jacinto College		
Date of birth		Current address	5	
Day time phone number		City	State	Zip
Email address				
If you attended San Jacinto Colle	ege before 1980 indicate th	e year and campus:		
	I authorize release	se of my San Jacinto College transcript(s) as indicated below		
Number of transcripts	Student Signature		Date	
Check One Mail transcript(s) now.				
Mail after degree is posted (within three weeks after to	erm ends)		
Mail after current semester	grades have been posted (within two weeks afte	er term ends)	
U.S. Mail Address To (we do not email transcripts		Fo	r office use only	
		Da	te Received:	
		Re	ceived By:	

Date Mailed:

Please Print All Information Legibly

Correct and legible address is student's responsibility