

Transcript Requests req

Please note that processing time may increase due to high volume at certain times of the year (i.e. end of term grade roll, approaching application and scholarship deadlines).

How do I send my transcript to my community college for the

- Click "Sign In"
- Follow the on screen prompts to order your official transcript(s)
- Select Destination Type (organization or school, yourself, or another individual)
- Select Product Type (pdf eTranscript, paper mailed, or paper pick-up)
- Enter Order Details and Payment information
- Review and Confirm to submit your order
- A confirmation and receipt will be emailed to you