**Seattle Central Community College Transcript Request Form**  
1701 Broadway, Seattle, WA 98122

**CHECK THE FOLLOWING ITEMS WHICH APPLY:**

- **Dates of Attendance:** From ______ to ______
  - If you have not attended or updated within the last 5 years, your transcript is archived and will take up to one week to process.

- __I will pick up transcript (Transcripts not picked up will be destroyed after 30 days - you must re-order and pay again.)__

- __Mail__
  - Hold until end of current quarter
  - Hold until degree, certificate or diploma is posted.

- __Phi Theta Kappa (PTK) Member__

- __No. of Official Transcripts at $3 each (Non-refundable)___
  - Central, North, South and SVI Campus transcripts are separate: you must request and pay at each campus.

  Allow 2 working days, excluding holidays, for requests to be filled. (During grading periods, this is extended.)

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<td>Student’s Signature</td>
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**Send transcript to:** (Please print for direct mailing in window envelope)

- Name: ________________________________
- Address: ____________________________________________
- City: ___________________________ St: _____ Zip: __________

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Revised 1/99