



**Canton Campus**

Registrar's Office  
23235 N. Co. 22  
Canton, IL 61520  
(309) 649-6273

Name \_\_\_\_\_

Student ID # or last 4 digits of SSN \_\_\_\_\_ Birthdate \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student Email Address\* \_\_\_\_\_

Student Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Send Transcript:  Now  Hold for Grades  Hold for Degree Info.

Send Transcript To: (Print or type name and complete address of recipient.)

\_\_\_\_\_ Number of Copies Requested

\_\_\_\_\_ Transcripts to yourself will be sent in individually sealed envelopes.

\_\_\_\_\_ Please check only if you were a student before the spring semester of 1985.

**Note: Window envelopes are used. You are responsible for the address!**

**Please Note The Following Regulations:**

- (1) Students may request up to five (5) copies to be issued to themselves at one time at no charge. A fee of \$2.00 will be charged for each copy requested, at that time, in excess of five.
- (2) Transcripts printed while you wait at the Canton or Macomb Campuses only, will cost \$4.00, payable at the time of request.
- (3) Multiple copies to the same address will require only one request form, but a separate form must be provided for each additional address or institution.
- (4) No official academic transcript is issued to or for a student who is indebted to the college until such indebtedness has been paid in full.
- (5) Academic transcripts will be issued within three business days from the date the request is received, provided no indebtedness exists on the student's records.
- (6) If a transcript is to be faxed to another institution, \$2.00 will be charged. However, a faxed transcript is not considered an official document.
- (7) Transcripts are released only with a signed request from the student. The request may be mailed to the SRC Registrar's Office or faxed to (309) 649-6393. Email requests will not be accepted.

\*Notification of transcript processing will be by email only. If you do not supply an email address, your transcript will be sent but you will not be notified of transcript processing.

\*\* Spoon River College is now able to provide official transcripts delivered electronically through Parchment to network recipients. Because electronic delivery of transcripts is faster and more secure, transcripts will be delivered electronically whenever possible.

Student Signature \_\_\_\_\_

I authorize SRC to release my academic transcript to the institution or person(s) listed above.

.....  
**~For Office Use Only~**

Transcript was sent: \_\_\_\_\_

Fee: \_\_\_\_\_

Processed by: \_\_\_\_\_

by Mail       by Fax

**\*\*by PARCHMENT®**

Picked up