



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 (for electronic receipt) _____

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) Only 5 copies will be issued to the student at no charge. Additional copies will be \$2.00 each, payable at the time of request.
- (2) Transcripts printed while you wait at the Canton Campus 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. Receipts will no longer be sent through the mail. If you do not supply an email address, your transcript will be sent but you will not receive a receipt.

** In partnership with SCRIP-SAFE® International, Spoon River College is now able to provide official transcripts delivered through eSCRIP-SAFE® 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 eSCRIP-SAFE®

Picked up