

Mailing address: P.O. Box 33089
St. Petersburg, Florida 33733

Transcripts are \$5 per copy – Fill out this form and mail it along with a check or money order payable to SPC.

STUDENT INFORMATION: PLEASE PRINT LEGIBLY

SPC Student ID Number: _____ Date of Birth: Month: _____ Day: _____ Year: _____
Last Name (as it appears on SPC records) _____ First Name: _____ Middle: _____
Address: _____ Phone Number: _____
Street City State Zip Code

*** PROCESSING INSTRUCTIONS:**

- Process immediately
- Process after current term grades recorded on transcript
- Process after degree is conferred

***Processing:** Due to the volume of transcript requests we receive and our dedication to the timely processing of those requests, we do not confirm receipt of your request or its completion. To check the status of your request, log into MySPC and under the 'My Academic Status' section, select the 'Track Transcript' option.

Transcripts cannot be ordered by email, telephone or fax and they cannot be emailed or sent as PDF's. Processing time may take 3 to 5 business days.

SEND TRANSCRIPT TO: (please include individual, institution, agency or business name)

Number of copies: _____
Name: _____
Attention (if applicable): _____
Address: _____
City: _____ State: _____ Zip Code: _____

IMPORTANT:

- **The preferred method of ordering an official SPC transcript is online by logging into MySPC**
- **Your request will only be processed after payment is made in full**
- **Your account must be clear of all holds before your transcript can be issued**
- **Your transcript will not be issued if you have any outstanding financial obligation to the college**

SIGNATURE AND DATE:

REQUIRED for release of records. A typed name will **NOT** be accepted.

Signature: _____ Date: _____