TRANSCRIPT REQUEST FORM

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: __________________

The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The college will not discriminate on the basis of race, color, religion, sex, age, natural origin, marital status, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the college will not tolerate such conduct. Should you experience such behavior, please contact the director of EA/EO/Title IX Coordinator at 727-341-3261; by mail at P.O. Box 13489, St. Petersburg, Fl. 33733-3489; or by e-mail at eaeo_director@spcollege.edu.