



# SOUTHERN CRESCENT

TECHNICAL COLLEGE

## OFFICIAL TRANSCRIPT RELEASE

### TRANSCRIPT RELEASE INFORMATION

- Students must print legibly.
- Form may be faxed or mailed to:  
Southern Crescent Technical College  
Office of the Registrar  
Griffin Campus OR Flint River Campus  
501 Varsity Road 1533 Highway 19 South  
Griffin, GA 30223 Thomaston, GA 30286  
Fax: 770.229.3227 Fax: 706.646.6063

### PLEASE NOTE:

- There is a LIMIT OF 3 TRANSCRIPTS PER REQUEST
- In most cases, transcripts will be processed within 5 business days, except end of term requests.
- Requests will NOT be honored for a person who has a financial hold or another obligation to the College.
- The student MUST provide written permission if someone else will be picking up their transcript.
- Your ENTIRE academic transcript will be sent.
- Faxed release forms must be accompanied with a copy of your picture ID.

**TRANSCRIPT FEES: \$5.00 WITHIN 1 BUSINESS DAY - FAXED COPY OR ESCRIP COPY**  
**\$3.00 WITHIN 5 BUSINESS DAYS - REGULAR**

### STUDENT INFORMATION

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

\*Federal law requires that the student sign and date this request

Current Name \_\_\_\_\_ Student ID/SS# \_\_\_\_\_

All Former Names \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Dates of Attendance/Graduation \_\_\_\_\_

### TRANSCRIPT RELEASE INFORMATION

Electronic transcript delivery is a new delivery method SCTC is offering via eSCRIP-SAFE. Transcripts to institutions that are participating in the eSCRIP-SAFE network will be delivered electronically. This service is ONLY available for a student whose entire academic record is from 1993 to present. Requests for electronic transcripts after 4:00 pm will be sent out the next business day. Indicate email address for confirmation of electronic deliver only.

Please provide complete information for each transcript recipient:

1) \_\_\_\_\_  
 Name of Recipient or Institution Mailing Address/Email Address City/State/Zip Code

Select ONE: Delivery method:  Regular Mail  Electronic Delivery via eSCRIP-SAFE  Pick Up in Person (Photo ID Required)

Select ONE: When to process:  Immediately  After Grades (semester)  After Degree (semester)

2) \_\_\_\_\_  
 Name of Recipient or Institution Mailing Address/Email Address City/State/Zip Code

Select ONE: Delivery method:  Regular Mail  Electronic Delivery via eSCRIP-SAFE  Pick Up in Person (Photo ID Required)

Select ONE: When to process:  Immediately  After Grades (semester)  After Degree (semester)

3) \_\_\_\_\_  
 Name of Recipient or Institution Mailing Address/Email Address City/State/Zip Code

Select ONE: Delivery method:  Regular Mail  Electronic Delivery via eSCRIP-SAFE  Pick Up in Person (Photo ID Required)

Select ONE: When to process:  Immediately  After Grades (semester)  After Degree (semester)

OFFICE USE ONLY: Amount Paid: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_

ID Checked:  Date Processed: \_\_\_\_\_ Processed by: \_\_\_\_\_