



## Records and Registration, SLC 100

1801 Martin Luther King Drive

San Antonio, TX 78203-2098

Telephone number: (210) 486-2700

Fax number: (210) 486-2235

## Requesting an Academic Transcript

You may request your academic transcript in one of the following ways:

### **BY FAX:**

Complete the following transcript request form and submit it along with a copy of an official **photo ID** to the following **Fax Number (210) 486-2235**.

### **BY MAIL:**

Complete the following transcript request form and mail it along with a copy of an official **photo ID** to:

**St. Philip's College**  
**Records and Registration, SLC 100**  
**1801 Martin Luther King Drive**  
**San Antonio, TX 78203-2098**

### **IN PERSON:**

Complete the following transcript request form and submit it to Records and Registration, SLC 100 (please bring an official **photo ID**).

### **THROUGH THE WEB:**

From St. Philip's College home page, <http://www.accd.edu/spc/>,

1. Select **REGISTER** under **ACCD Resources**
2. Under **Login to Web for Students**, select **St. Philip's College**
3. Select **Login to Student Services**
4. Enter you **Student ID** and **PIN Number** and select **Login**
5. Under **Student Records**, select **Official Transcript Request**

*For your protection, please be aware that all documentation will be destroyed once your information has been entered in our system and scanned.*



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**Official Academic Transcript Request Form**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_ SSN: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**PLEASE NOTE:**

Transcripts will not be released until **all** accounts with the college are paid and **all** Admission requirements are met.

**PICK UP REQUIREMENTS:**

You must show an official **photo ID**. In accordance with FERPA regulations, transcripts may only be released to the student of record.

- Pick Up  (#) copies
- Mail  (#) copies to home address listed above
- Mail to College/University  (#) copies
- Send electronically  (#) copies

(Electronic copies sent only to institutions accepting electronic transcripts. Transcripts will not be emailed to students, businesses, etc.).

College/University: \_\_\_\_\_ Department: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

- Process immediately  Hold for grades in progress
- Hold for degree posting  Hold for change of grade

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

I understand and accept the processing time for my request is generally a maximum of 4 – 5 business days. During peak registration periods, processing time may be longer.

Received By:	Processed By:	Not Processed By:	Notes:
Date/Time:	Date/Time:	Date/Time:	