

Transcripts are processed on Tuesdays & Thursdays. Due to large volume of requests, please expect 1 to 3 business days for processing time. Transcripts are processed in the order they are received. Unofficial transcripts are available for current students on their JICS accounts. **Transcript requests will not be processed with missing information or without a valid signature.**

**Personal Information:**

Name: \_\_\_\_\_  
Last
First
Middle

Telephone: \_\_\_\_\_ Other Names Used: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Last four digits Social Security Number: \_\_\_\_\_

Current Home Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Reason for transcript: \_\_\_\_\_

**Fees: \$5.00 processing fee per transcript.**

Return this form in person or by email to amanda\_berens@skc.edu. Pay transcript fees to the Business Office by calling with credit card information to 406-275-4800. If you prefer, you may mail a check/money order with this request form to the address listed above.

|  |  |   |
|--|--|---|
| Number copies: _____ Official _____ Unofficial   |  |   |
| Have you ever received a SKC transcript before? <input type="checkbox"/> Yes <input type="checkbox"/> No |  |   |
| Prepare Transcript? <input type="checkbox"/> Now   | <input type="checkbox"/> After Quarter Grades are Posted | <input type="checkbox"/> After Degree is Posted |

**Send Transcript:**

I Will Pick Up                       My Home

Email to this address\*: \_\_\_\_\_

**\*Emailed transcripts are considered unofficial to most institutions. It is your responsibility to see if they will accept an emailed transcript. SKC does not use encrypted transcript delivery, saf-script or Clearinghouse.**

Mail to this Company address:

|          |        |           |
|----------|--------|-----------|
| Company: | Attn:  |           |
| Address: |        |           |
| City:    | State: | Zip code: |

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

Debt & all other obligations to SKC must be received before a transcript is released. Please contact Dawn Delay at 406-275-4966 if you need to pay a bill or remove a business office HOLD from your account.