



## Current Student Transcript Request

Students require transcripts (official and unofficial) for multiple reasons: college applications, driver discounts, PSEO applications, summer enrichment opportunities, school enrollment, personal information, etc.

- There is a \$5.00 fee per official transcript (stamped, signed, sealed document). Cash or check accepted.
- Unofficial transcripts may be requested at no charge via email to [green@spcpa.org](mailto:green@spcpa.org)
- There is no charge for official copies requested for students transferring high schools.
- Students receiving educational benefits receive free official transcripts.

There are **two methods** for initiating an official transcript request: (1) Current Student Transcript Request (CSTR) form submitted to **Ms Green in room 303 or by mail to SPCPA – ATTN: Transcripts, 16 W 5<sup>th</sup> Street, Saint Paul, MN 55102** or (2) electronic request initiated by the student and directed automatically to Ms Green via college application processors such as the Common Application, SENDedu or the Universal College Application systems.

- Unless the official transcript requests received via CSTR form indicates “Pick Up” as the destination, the document will be mailed directly to the final recipient or delivered electronically per requester’s specific instructions. Payment at time of submission is required.
- Transcript requests initiated electronically by the student through one of the organizations mentioned above will be processed automatically. To limit unnecessary processing delays, the \$5 fee will be collected separately. Failure to pay fees may delay high school graduation. **Students who initiate but fail to complete electronic applications will still be required to pay for all high school transcripts submitted on their behalf.**
- Parents may request transcripts for applicants under age 18.
- Transcripts processed in the order received. Although SPCPA processing times are typically less than one week, students should be aware that colleges and universities may experience significant internal delays (weeks) in handling these documents. **Students are strongly encouraged to meet all deadlines well in advance.**
- *It is the requester’s responsibility to verify the accuracy of all information in advance to insure timely delivery and to confirm that the transcript has been received by the recipient after the processing period has expired. During busy fall application seasons, colleges and universities may require additional time to process transcripts (mailed and electronic). Students may contact Ms Green for date transcript sent to facilitate these conversations.*

*By signing below, the signatory gives SPCPA authorization to send an official transcript to the following institution(s).*

Printed Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

**PLEASE SEND MY TRANSCRIPT TO:**

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

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

*or-*

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please use the back of this form to request additional transcripts.

**THIS BOX IS FOR OFFICE USE ONLY**

Date Sent:

Fee Paid:  Cash

Check # \_\_\_\_\_

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

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

*or-*

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

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

*or-*

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

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

*or-*

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

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

*or-*

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**THIS BOX IS FOR OFFICE USE ONLY**

Date Sent: \_\_\_\_\_

Fee Paid:  Cash

Check # \_\_\_\_\_