



### Graduate Transcripts

Final transcripts for graduates have been processed. One official copy was sent to each graduate at the mailing address we have on file for them. Two additional transcripts were sent to colleges and for scholarship, based on the information that graduates provided to the counseling office. These copies were free of charge.

If you need to request a transcript:

- Go to [sccpss.com](http://sccpss.com)
- Click on the Family & Students tab
- Scroll down to Student Records and click Requesting Records
- Find the Green Highlighted link to the High School Transcript Request, print it, and complete it
- Please note that once you have graduated, YOU must sign this form. Your parents can no longer request school records for you.
- Email a copy of the completed form along with a copy of your Driver's License or Government ID to Mrs. Smoak ([Cheryl.Smoak@sccpss.com](mailto:Cheryl.Smoak@sccpss.com)) or bring it to the school office between 8am and 2pm weekdays. **Please note that the school office will be closed June 17 through July 8. No transcript requests will be received or processed during this time.**
- If we have already sent all of your free transcripts, you will need to pay \$4 for the first and \$3 for each additional transcript you request. This can be paid through School Cash Online ([www.schoolcashionline.com](http://www.schoolcashionline.com)). Once you have paid, please forward your receipt to Mrs. Smoak ([Cheryl.Smoak@sccpss.com](mailto:Cheryl.Smoak@sccpss.com)). Your transcript will not be sent until we receive receipt of payment.

Just to remind you it takes time for a college to process your transcript once received. Please be patient with the process.

Thank you!