

Academic Transcripts

Official Transcripts are maintained in the Office of Records and Registration. **In order to protect students' privacy rights, we must receive a signed request before releasing transcripts.** Transcript requests may NOT be requested by phone.

Transcripts can be requested in person at the Office of Records and Registration which is in the Student Success Center. Transcripts may also be ordered by mail or fax. Requests by mail should be sent to:

Butler County Community College
Office of Records and Registration
P.O. Box 1203
107 College Drive
Butler, PA 16003-1203
Fax: 724-287-0092

Transcript delivery methods include regular mail, pick-up in person (photo ID is required), and electronic delivery.

Electronic transcript delivery is a new delivery method Butler County Community College is offering via e-SCRIP-SAFE. Transcripts to institutions that are participating in the e-SCRIP-SAFE network will be delivered electronically. To see a list of institutions that we can send electronic transcripts to, view the [e-SCRIP-SAFE network membership list](http://www.scrip-safe.com/products/electronic-transcripts/network-members.aspx). <http://www.scrip-safe.com/products/electronic-transcripts/network-members.aspx> If the institution is not on this list or if you would like your transcript sent to an individual, please provide the name and email address of the recipient and we will deliver it electronically through e-SCRIP-SAFE's out of network service.

You can request transcripts using the [Transcript Request Form \(PDF\)](#) or by mailing a written request which includes the following information:

- Full name, and any former names
- Butler County Community College ID or social security number
- Daytime telephone number
- Current address
- Complete mailing address where transcript should be sent (specify department or person to whom transcript should be addressed)
- Transcripts cannot be faxed
- Your signature (transcripts cannot be processed without signature)

TRANSCRIPT FEE: First copy is free - \$4.00 for each additional copy. **Payment must be received for faxed requests before the transcript is released.** No Transcript will be issued for any student or alumnus who has a financial hold or any other obligation to the college. Please allow 3 working days to process your official transcript.

[See other side for Transcript Request Form.](#)

OFFICIAL TRANSCRIPT REQUEST FORM

Butler County Community College
Office of Records and Registration
P.O. Box 1203
Butler, PA 16003-1203

Transcript Request Form Instructions:

1. Students must type directly on this form or Print legibly.
2. Form may be mailed or faxed to:
*Butler County Community College
Office of Records and Registration
P.O. Box 1203
107 College Drive
Butler, PA 16003-1203
Fax: 724-287-0092*

- Please allow 3 working days to process your transcripts.
- 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.
- Photo ID required picking up a transcript.
- Your **ENTIRE** transcript will be sent.

TRANSCRIPT FEE: First copy is free - \$4.00 for each additional copy. Please pay by check or cash. **If you fax your request, we will need payment before the transcript is sent.**

STUDENT INFORMATION

Student Signature _____ Date _____

Current Name _____

Former Name _____ BC3 ID or SSN _____

Current Address _____

City _____ State _____ Zip Code _____

Email Address for Confirmation of Electronic Delivery _____

TRANSCRIPT ORDER INFORMATION

Select One Delivery Method Electronic Delivery Regular Mail Pick Up in Person

When to Process: (Select One) Mail Now Hold Until Semester Ends
 Hold Until Summer Session – Ending in June
 Hold Until All Other Summer Sessions End

Name of Recipient/Institution _____ Atten/Office _____

E-Mail or Mailing Address _____

City _____ State _____ Zip Code _____

Electronic transcript delivery is a new delivery method Butler County Community College is offering via eSCRIP-SAFE. Transcripts to institutions that are participating in the eSCRIP-SAFE network will be delivered electronically. To see a list of institutions that we can send electronic transcripts to, view the [escrip-safe network membership list](http://www.scrip-safe.com/products/electronic-transcripts/network-members.aspx). <http://www.scrip-safe.com/products/electronic-transcripts/network-members.aspx> If the institution is not on this list or if you would like your transcript sent to an individual, please provide the name and email address of the recipient and we will deliver it electronically through escrip-safe out of network service.