



## Office of the Registrar – Transcript Request

2140 E. Broadway Rd., Tempe, AZ 85282 / 480.858.9100 / Fax: 480.222.9896  
Transcripts are issued within one week from the date the request is received. The Registrar's Office may not release transcripts or any certifications for non-enrolled students or graduates who have a financial encumbrance. Student signature is required to release transcripts. (For more details, see SCNM Course Catalog, Academic Policies, Transcripts.)

**Unofficial transcript  
Quantity requested**

**Official transcript  
Quantity requested**

Student Name – *Please Print*

Date of Birth

MySCNM Log-in ID

E-mail Address

First Date of Attendance

Last Date of Attendance

Current Return Address

City

State Zip code:

Daytime phone number:

**Organization and address transcript(s) being sent to:**

**Reason for Request:**

**Special Instructions:**

**Student Signature**

**Date**

**Registrar's Office Use Only:**

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_