



**Sisseton Wahpeton College
Transcript Request Form**

Student Records
Old Agency Box 689
Sisseton, SD 57262

**scrandall@swcollege.edu
(605)742-1102**

For Office Use Only:

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**EACH STUDENT IS ENTITLED TO ONE FREE OFFICIAL TRANSCRIPT.
UNOFFICIAL COPIES ARE FREE TO THE STUDENT.
CURRENT STUDENTS CAN ACCESS UNOFFICIAL TRANSCRIPTS VIA THE MYSWCOLLEGE
PORTAL.
OFFICIAL TRANSCRIPT FEE (AFTER INITIAL FREE COPY): \$10.00/PER COPY REQUEST.
STUDENTS MAY PAY BY MAIL, DEBIT/CREDIT CARD, OR IN PERSON. PLEASE CONTACT THE
STUDENT ACCOUNTS OFFICE BY PHONE (605-742-1116).**

**ANY TRANSCRIPT MAY BE PICKED UP AT THE SWC STUDENT RECORDS OFFICE.
UNOFFICIAL TRANSCRIPTS MAY BE SENT VIA EMAIL.
OFFICIAL TRANSCRIPTS WILL BE MAILED ONLY.**

Name: _____ Former Last Name(s): _____

Student ID: _____ Date of Birth: _____ Social Security Number: _____

Address: _____

Email: _____ Phone number: _____

Please circle:

Unofficial Transcript

Official Transcript

Send Immediately

Hold for Final Grades

Hold for Removal of Incompletes

Currently Attending SWC

Not Currently Attending SWC

Semester of last attendance _____

Please Type/Print clearly: I WILL PICK UP MY TRANSCRIPT _____

EMAIL UNOFFICIAL TRANSCRIPT TO: _____

SEND OFFICIAL TRANSCRIPT TO: Please type/print clearly and list complete address. SWC is not responsible for incomplete or incorrect addresses.

Name of Institution/Individual: _____

Street Address: _____

City, State, Zip: _____

Student Signature: _____ Date: _____

Digital Signature will be accepted as legal signature