Requesting an Academic Transcript

You may request your academic transcript in one of the following ways:

BY FAX:
Complete the following transcript request form and submit it along with a copy of an official photo ID to the following Fax Number (210) 486-9056.

BY MAIL:
Complete the following transcript request form and mail it along with a copy of an official photo ID to:
St. Philip's College
Records and Registration, WEC 203
1801 Martin Luther King Drive
San Antonio, TX 78203-2098

IN PERSON:
Complete the following transcript request form and submit it to Records and Registration, WEC 203 (please bring an official photo ID).

THROUGH YOUR ALAMO COLLEGES ACES ACCOUNT:
This option is available to students who are currently enrolled or were enrolled with the Alamo Colleges beginning the Fall 2010 semester.

- Log in to your Aces account (https://aces.alamo.edu/cp/home/displaylogin)
- Select the “Student” tab
- Select “Web Services” link
- Select “Student & Financial Aid” link
- Select “Student Records” Link
- Select “Request Printed Transcript”

Transcript requests are being processed daily, however, due to required validation of converted data, it may take more than 5-7 business days to process your request. Please contact your Enrollment Services/Admissions and Records Office if your request is not processed in 5-7 business days so that they may follow up on your request. Please do not submit another request, as this may further delay your transcript.

Mail or fax requests must include a copy of an official photo ID or transcripts will not be processed.

For your protection, please be aware that all documents will be destroyed once your information has been entered in our system and scanned.
Official Academic Transcript Request Form

<table>
<thead>
<tr>
<th>Last Name: _____________________</th>
<th>First Name: _____________________</th>
<th>MI: _______</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN or Banner ID: _____________________</td>
<td>Previous Name (if applicable): _____________________</td>
<td></td>
</tr>
<tr>
<td>Address: ______________________________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City: _____________________</td>
<td>State: _____________________</td>
<td>Zip: _____________________</td>
</tr>
<tr>
<td>Date of Birth: _______________</td>
<td>Phone #: _____________________</td>
<td>Email: _____________________</td>
</tr>
</tbody>
</table>

___ Check here if you were **enrolled in classes during Fall 2010 or any semester thereafter**. Student who are currently enrolled or were enrolled with the Alamo colleges beginning the Fall 2010 semester can request transcripts through the Alamo Colleges ACES account in place of submitting this form.

**METHOD OF DELIVERY:**

1. ____ Mail       ____ (#) Copies to home address listed above
2. ____ Mail to College / University  ____ (#) Copies
3. ____ Pick Up                      ____ (#) Copies
   **Pick Up Requirements:** You must show an official **Photo ID**. In accordance with FERPA regulations, transcripts may only be released to the student of record. Transcripts will be destroyed if not picked up within 24 hours after the maximum processing time.

**College / University:** _____________________  **Department:** _____________________

| Address: ______________________________________________________ |
| City: _____________________ | State: _____________________ | Zip: _____________________ |

___ Process immediately     ____ Hold for grades in progress
___ Hold for degree posting   ____ Hold for change of grade

Student Signature: _____________________________________________ Date: ______________________________

I understand transcripts will not be released until all accounts with the Alamo Colleges are paid and/or if there are any transcript holds on the account. If a transcript hold did need to be resolved, once clearance for the hold has been obtained, I understand the transcript request must be resubmitted.

Transcript requests are being processed daily, however, due to required validation of converted data, it may take more than 5-7 business days to process your request. Please contact your Enrollment Services/Admissions and Records Office if your request is not processed in 5-7 business days so that they may follow up on your request. Please do not submit another request, as this may further delay your transcript. **Mail or fax requests must include a copy of an official photo ID or transcripts will not be processed.**