




Sending Transcripts

Where Do I Send Official Transcripts?

**South Mountain Community College - Transcripts
Admissions and Records Department
Attn: Athletic Eligibility Coordinator
7050 S 24th Street
Phoenix, AZ 85042**




What's Considered an Official Transcript?

-  Transcripts **must** be official. This means they need to be in a sealed school envelope, signed and stamped by a school official.
-  If Transcript is **addressed** to South Mountain Community College, you may take the **sealed** transcript provided to you by the school official to the Director of Athletics, Todd Eastin.
-  **NO** faxed transcripts will be accepted. See the list below for electronic transcript services used by the Eligibility Center.

The Eligibility Center can accept electronic transcripts through the following services:

- ◆ Parchment - *When sending transcripts through this service, select **South Mountain Community College > Arizona > mail official transcript to school**: this is the only way to ensure the transcript will reach the Eligibility Clerk.*
- ◆ e-Script Safe

What Else Do I Need To Know About Sending Transcripts?

-  You need to wait to send them until the transcript includes all completed coursework from the school (unless you qualify for an **early decision**).
-  You should send a complete, official transcript as SOON as it is available.
-  Once you have graduated high school, you need to send **ALL** transcripts. Transcripts from every summer class, online class, part-time college work, even transcripts from schools you may have left before completing the term.

It is helpful (though not necessary) to verify with the Registration and Records at SMCC that they have received and processed your incoming official transcripts.

-  **Please ask for a copy to provide to the Athletic Eligibility Coordinator, Sophie Rodriguez:**

