

# TRANSCRIPTS FROM SAN JACINTO COLLEGE

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The San Jacinto College transcript serves as the student grade report since no other printed grades are provided. Students may print an unofficial transcript by logging into My San Jac Portal.

## How To Order Official Transcripts

### San Jac Transcript Orders Sent by Parchment

San Jacinto College has partnered with Parchment, a digital credential service, to offer more convenient ways for sending student transcripts. Students may choose from three easy methods:

- email (secure PDF)
- directly to another college/university (secure PDF)
- US mail

There will be a \$5 to \$7 charge to obtain transcripts through Parchment, but it will ensure faster delivery, including weekends and holidays. Additional charges may apply. Students should note that there may be a delay if they have any holds on their account that prevent the release of transcripts. The College will not send transcripts until holds are cleared.

Many professional application services (such as LSAC, AMCAS, SOPHAS, NursingCAS, etc.) now accept PDF transcripts from Parchment. Students will simply need to add their application ID number instead of attaching a form.

<https://www.parchment.com/u/registration/69908/institution> (<https://www.parchment.com/u/registration/69908/institution/>)

### Transcripts sent by San Jac

Transcripts can still be ordered free of charge, but there may be a delay in delivery especially during holidays and weekends. San Jac only sends free transcripts through US mail to the destination of the student's choice or EDI/Speede to participating colleges/universities. Transcripts will **not** be sent if students have transcript holds on their records.

Students may click the link below if they know their My San Jac Portal information to order a free transcript:

<http://my.sanjac.edu/>

If students do not know their My San Jac Portal login information, they will need to use the paper form transcript request form (<https://www.sanjac.edu/support/transfer-support/transcript-requests/>) located here. Students will need to include picture identification with the request. Transcripts will **not** be sent if students have holds on their records.

## Retention and Disposal of Student Records

San Jacinto College follows the American Association of Collegiate Registrars and Admissions Officers (AACRAO) guidelines and the US Department of Education Local Retention Schedule Junior College as submitted to the Texas State Library and Archives Commission for keeping and disposing of records. The College electronically images and maintains official required documents.