

How to Order an Official Transcript through Tacoma Community College

1. Open Tacomacc.edu and select **Costs & Admission** on the top of the screen.



2. Then select **Request Transcripts**. This will open the **Transcript Request Page**. The top half of the page specifically references **Official Transcripts**.

Transcript Request

A transcript is an academic record of student grades and achievements at Tacoma Community College. All classes taken at TCC will appear on the transcript. Tacoma Community College has partnered with [Parchment](#) to process electronic or printed orders for official transcripts. Current students, former students and alumni are able to place an official transcript order any time.

Official Transcripts

- Electronic and printed official transcript are **\$11.00** per transcript
- Processing time is usually five business days
- When ordering online, you can also upload additional forms that need to be included with your transcript.
- Keep in mind Parchment accounts are not connected to your ctcLink login. Therefore, the majority of students will need to create an account. By selecting **New Learner Account** and entering your personal information to **Sign Up**.
- You do not need your **Student ID Number** to place a Transcript order. If you do not know your id number feel free to enter 11111111, we will locate your record based on other personal information.

Please keep in mind that official transcript request cannot be accepted by phone or email. Official transcripts can also not be delivered by fax.

Order Online

Official transcripts can be ordered through [Parchment](#). Parchment will accept electronic or printed transcript orders. New users need to create an account prior to making a request.

[PARCHMENT](#)

In person

Transcripts can be ordered at the Cashier's Office in Building 14 by submitting the [Transcript Request form](#). The Cashiers office can only accept cash, check, money order, or cashier's check for transcript payment, picture ID is required.

[TRANSCRIPT REQUEST FORM \(PDF\)](#)

By Mail

Send your signed Transcript Request form with payment (check or money order) to:
Tacoma Community College
ATTN: Cashier's Office (Bldg 14)
6501 S. 19th Street
Tacoma, WA 98466

[TRANSCRIPT REQUEST FORM \(PDF\)](#)

**Program Plan GPA is not on an unofficial or official transcript, the only way to calculate a GPA for a specific program is by hand calculation using the catalog to select the coursework to combine for the GPA calculation.*

3. Order Online, In Person, Or By Mail is referring to the way in which you prefer to order your transcript, not the way it is received. For example, if you want to order online but have the transcript mailed to you or another school you can do so. **Please be aware that the processing time for transcripts to be ready for pick up or sent out is 5 business days.**

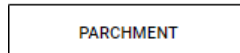
4. **Order Online: (Payment by Credit/Debit Card)**

If you order online you will be taken to a website called **Parchment**. Please input a current email as a confirmation code will be sent there to proceed. Please fill out all pages that follow this request. If you do not recall your Student ID number you can put in a series of 1's (111111111). This will let our staff know that we will be searching under your other biographical information.

You will also be given the option to select if you wish to pick up your transcript from TCC, send to an address, or if another institution also uses Parchment.com, an electronic copy can be sent.

Order Online

Official transcripts can be ordered through **Parchment**. Parchment will accept electronic or printed transcript orders. New users need to create an account prior to making a request.



A. **(Step by Step Parchment Instructions. If you are using another ordering method skip to step 5).**

Once you have opened Parchment make sure **Ordering your own credentials or Academic Records** is selected with the green check mark. Then if it is your first time logging in, type in an email that you can receive a confirmation code and shipping updates at and select **Continue**.

T Tacoma Community College
6501 S 19th St, Tacoma, WA, 98466-6100, US

Ordering your own credentials or academic records OR Ordering on behalf of someone else

A MESSAGE FROM TACOMA COMMUNITY COLLEGE

Students can order transcripts or replacement diplomas through this service. Transcripts are \$11 per transcript. Replacement Diplomas are \$10 per diploma. If a student has earned multiple degrees and/or certificates, student is required to submit a request for each degree or certificate needed. Parchment accounts are not connected to your ctcLink login. Therefore, the majority of students will need to create a Parchment Learner account. The average processing time is currently 5 business days for transcripts and 14 business days for diplomas. Transcript requests that are put on hold will be cancelled after 90 days if they have not been resolved. Unofficial transcripts can be accessed for free. Please visit <https://tacomacc.edu/enrollmentservices> and search for transcripts for information on accessing unofficial transcripts. If you are ordering your GED transcript, please visit https://ged.com/life_after_ged/

Show More ▾

START HERE - ENTER YOUR EMAIL ADDRESS

* Email


Continue

B. The next page will ask you to confirm your personal information that our office will use to locate your records. Please fill out every field with an asterisk (*) then select **Create Account** and **Continue**.

C. This will then ask you to retrieve your Confirmation Code sent to the email that you listed on the first page. Please input the code and then select **Submit**.

Account Confirmation Cancel X

To create your account, we need to confirm a valid email address



We just sent you a confirmation email.


To gain access to your account, please check desiraeandnathanwedding@outlook.com and enter the provided registration code below.

Submit

Please check your spam folder if you don't see the email. Having trouble?
[Re-send My Verification Email](#) | [Start Over](#) | [Parchment Support](#)

* All items marked with a red asterisk are required.

D. The next page will ask for additional information from your time of attendance. If you don't recall your student ID you can put in a series of 1's, and if you don't recall your years of attendance please put in your best ballpark guess. (please put the year layout in four digits, for example 2020). Then select continue. (The first year may show as wrong until you input the second year.) Once you have filled out this information check the box that you have finished creating your account and select **Continue**.

 Tacoma Community College
would like you to provide the following information:

* Are you currently enrolled?
 No, not currently attending

* What was your first year of attendance? 2020

* Year you graduated or left 2022

Your Student ID Number [REDACTED]

Your last 4 SSN [REDACTED]

* Please verify your name while attending

Test Test


Other name variation or maiden name


Finish creating my Parchment account *without* placing an order right now.


CONTINUE

E. Select **Order** next to Transcript.

Available Credentials CANCEL x

 The following credentials are available from Tacoma Community College. Start your order by selecting a credential listed below (you can add more later)

 **Replacement Diploma**
A Diploma is a certificate awarded by an educational institution to show that someone has successfully completed a course of study. Order

 **Transcript**
An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year. Order

F. If you are sending your transcripts to another school you can type in their name on the search line for this page. If they show up as a listed option this means that the school has already determined how they prefer to receive transcripts through Parchment. Select the school you want to send your transcripts to and this will take you automatically to the next step. If your school doesn't show up or you want to choose how your transcripts are sent select **I'm sending to myself or another individual** underneath the search box.

BACK Set Delivery Destination CANCEL x

Your order will be sent from Tacoma Community College to the individual and/or organization at the destination below.

Students can order transcripts or replacement diplomas through this service. A transcript is an academic record of a student's coursework including grades and any credentials (degree, diplomas, or certificates) awarded at Tacoma Community College. A diploma is a certificate presented to a student by TCC for successfully completing a degree, diploma, or certificate. If transferring to a different institution, most require an official transcript not diploma.

Unofficial transcripts can be accessed for free. Please visit <https://tacomacc.edu/enrollmentservices> and search for transcripts for information on accessing unofficial transcripts.

The average processing time is currently 5 business days for transcripts and 14 business days for diplomas. Transcript requests that are put on hold will be cancelled after 90 days if they have not been resolved.

If you are ordering your GED transcript, please visit https://ged.com/life_after_ged/

If you have questions regarding your order, please email enrollmentservices@tacomacc.edu

Show Less ^

Pierce College Select

Search

OR

I'm sending to myself or another individual

G. If you select **I'm sending to myself or another individual** you can then select **Electronic, Print & Mailed, or Local Pickup** at the top of the page, then put in the corresponding delivery information.

Set Delivery Destination

Your order will be sent from Tacoma Community College to the individual and/or organization at the destination below. Select a delivery method for your order

Electronic
Delivered By Email

Print & Mailed
Printed On Paper & Mailed

Local Pickup
In-Person Pickup

RECIPIENT INFORMATION

* School Name, Business, Person, or Your Name

* Recipient's Email

* Retype Email

Continue

[Back to search](#)

H. Next, confirm that your order location and method is correct. You can choose if you want the transcripts sent as we receive the order, or if you would like us to wait until your degree is posted. Additionally, please sign and check the consent box for us to release your records, and select **Continue**.

TRANSCRIPT 3.2

Transcript For: [REDACTED]

FROM Tacoma Community College Tacoma, WA

TO [REDACTED]

Delivery Method: Electronic

Credential Fee: \$10.00

Item Total: \$10.00

When do you want this sent?
Send Now

Would you like to add an attachment file? (optional) Add An Attachment

Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger Clear Signature

x

Type full name as signed above

First Name Middle Name Last Name

I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.

CONTINUE

I. Lastly you will put in your payment information on this screen and select **Submit Payment**. (If you have any trouble with the steps of on this site please utilize the support tabs in blue at the bottom of the page).

Payment Information

Enter first and last name as it appears on credit card

First Name Last Name

* Credit Card Number

* Exp Month * Exp Year * CVV

VISA MasterCard DISCOVER AMERICAN EXPRESS

Order Total: \$10.00
\$10.00 will be charged to this card.

* Phone

Billing Address Use different billing address

United States of America

Address 1

Address 2

City State/Province Postal Code

Submit Payment

* All items marked with a red asterisk are required to submit this form.

5. **Order In Person:** (Payment by cash, check, money order, or cashier's check for transcript payment, picture ID is required.)

If you order in person you can print out the **Transcript Request Form**

[https://www.tacomacc.edu/ attachments/academics-](https://www.tacomacc.edu/attachments/academics-)

[programs/enrollmentservices/academicforms/transcript_request_form.pdf](https://www.tacomacc.edu/attachments/academics-) and fill out at home to bring

in person, or you can come in person to the Cashier's office in Bldg. 14 to get a copy of the form there. On

this form you may also select Send to an email, mail to an address, or pick up in person/authorize

someone else to pick up for you.

In person

Transcripts can be ordered at the Cashier's Office in Building 14 by submitting the [Transcript Request form](#). The Cashiers office can only accept cash, check, money order, or cashier's check for transcript payment, picture ID is required.

TRANSCRIPT REQUEST FORM (PDF)

6. **Order By Mail:** (Payment by check or money order)

If you order by mail you will want to print then fill out the **Transcript Request Form**

[https://www.tacomacc.edu/ attachments/academics-](https://www.tacomacc.edu/attachments/academics-)

[programs/enrollmentservices/academicforms/transcript_request_form.pdf](https://www.tacomacc.edu/attachments/academics-) .The same

delivery/pickup options can be made. Then you will want to mail to:

Attn: Student Financial Services Tacoma Community College

6501 South 19th St

Tacoma, WA, 98466

***Please be aware that mailing may take a little longer than 5 business days due to the postal delivery time.**

7. If you have any additional questions please contact Enrollmentservices@tacomacc.edu

Office Use Only	
ID OK	Holds
Rec'd	Sent

ORDER ONLINE. Order online and track the progress of your transcript request: <https://www.parchment.com>

OR you can request transcripts:

IN PERSON. Payment is made at the Cashier's Office in Bldg. 14.

BY MAIL. Send your signed request with payment (check or money order) to:

Cashier, Bldg. 14
Tacoma Community College
6501 S. 19th St.
Tacoma, WA 98466

Please Note ...

- Your request will be processed by TCC in approximately five business days.
- We do not accept email or telephone requests.
- Transcripts are never sent by FAX.
- For express mail requests, please provide pre-paid express envelope.
- Student or designated representative must show picture ID to pick up transcript in person.
- Outstanding debts to TCC must be paid before transcript requests are processed.
- Students can print unofficial transcripts FREE from the STUDENT CENTER portal.
- Transcripts for pick up will be destroyed after 30 business days.

Unofficial transcripts can be printed FREE from <https://www.tacomacc.edu/forms/myeservices.aspx>. You can also request your unofficial transcript from the Enrollment Services office, Bldg. 7.

Third Party Requestor



Signed Student Release on file or attached

Signature

Printed Name

ID/Badge (if applicable)

Revised 06/21/21

1 Student Information (Please print clearly, do not use erasable ink)

Name		
Last	First	Middle Initial
Former Name (include copy of picture ID)		
SID		Attendance Dates
Birth Date	Telephone	
Mailing Address		
City	State	Zip Code
Email Address		

2 Ordering Information

Number of Official Transcripts Ordered? _____

COST: \$11.00 per Official Transcript

Send my transcript

- Yes
 No

Complete Step No. 4

I will pick up my transcript

- Yes
 No

At Enrollment Services (Bldg. 7). **ID required.**

Designated person will pick up my transcript

- Yes
 No

Name of person designated: _____

Wait to send until posted Quarter/Year

End of Quarter Grade

Degree

Type: _____

Certificate

Type: _____

Grade Change

Other

3

Student's Signature

4 Send my transcript (include complete mailing address)

TO: _____

No. of copies _____

(Write additional addresses on back)