

Transcript Requests

Sandhills Classical Christian School transcripts are available to all students by written request. The school offers both “unofficial” and “official” transcripts. “Unofficial” transcripts are used for informational purposes only, and official transcripts are stamped and sealed with our SCCS special seal. A “Transcript Request” form is available in the School Office and on the school website. Students receive three complimentary transcripts (unofficial or official) per year. After three, a \$5 fee will be required per request for an “unofficial” transcript, and “official” transcripts will cost \$7.50 per request because they involve a great deal of preparation. Transcripts will be available for mailing **TWO WEEKS** after the completed/signed form is received at Sandhills Classical Christian School unless the school is notified that it is needed sooner when the form is received. If “official” transcripts are needed sooner than the two-week processing time required, an additional \$20 will be assessed. All financial obligations to the school need to be met before transcripts or grade reports will be released. You can obtain information concerning outstanding account balances and payments through the Business Office. Note: “official” Transcripts can NOT be emailed or given to the student or family, but must be mailed directly to the college, scholarship organization, or workplace directly.