

Vanguard Academy
College & Career
SLCC Transcript Request

The Transcript Evaluation Office evaluates your official transcripts from other schools and applies course credits to your SLCC transcript for placement and graduation purposes.

Transcripts are evaluated based on the program of study you select when applying to SLCC. If you need assistance with choosing a program of study, contact an [Academic Advisor](#).

Transcript requests can take up to six weeks, or longer, during peak registration.

INSTRUCTIONS

- Login to MySLCC
- Click on Academics & Records
- Under Academics, click on “Order Official Transcripts”
- Click on “National Student Clearinghouse”
- Click on Order a transcript
- Read information, scroll down, and click on “Order Transcript(s)”
- Complete the form & checkout