SOUTH CAROLINA
VIRTUAL CHARTER SCHOOL℠

2023 Platt Springs Rd
West Columbia, SC 29169
Office: 803-253-6222
Fax: 803-253-6279

Final Transcript Request Form (Colleges & Universities)

Please complete this form and return to the SCVCS Registrar by email (registrar@scvcs.org) or by fax (803-253-6279).

Final official transcripts will be mailed after June 15 so colleges and universities have the required high school ending date for graduates.

An unofficial copy of your transcript will be automatically e-mailed to you after graduation – please do not use this form to request a personal copy of your transcript.

Date: _____

Student Name: _____
First Middle Last

DOB: _____ Phone Number: _____

Please send my official transcript to the following College/University:

College/University: _____

To the Attention of: _____

Address: _____

City: _____ State: _____ Zip _____

College/University Email _____

_____ _____
Student Signature Date

Students under 18 must have parent/legal guardian signature on this release form.

*_____ _____
Parent Signature Date

****Handwritten signatures are required in order to process this request****

South Carolina Virtual Charter School is hereby authorized to release the school records to post-secondary schools/colleges, scholarships, military and other agencies as requested by the above student or parent/guardian. School records include high school coursework, class rank, GPA, standardized test scores (ACT, SAT, PSAT, etc.), Advanced Placement Test Scores, and Exit Exams Scores. The student authorization also allows for the release of first semester freshman grades from South Carolina colleges and universities to South Carolina Virtual Charter School (state legislation).

For Office Use Only: **Form Received By:**

_____ **Registrar** _____ **Date** **Transcript Mail Date:** _____