TRANSCRIPT REQUEST

1. In Student Administration, click Records and Enrollment > Transcripts > Transcript Request:

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Menu 🗖	
Search:	Main Menu > Records and Enrollment >
My Favorites Peralta Custom Deself Service Workforce Administration Campus Community Student Admissions Precords and Enrollment Percords and Enrollment Destudent Term Information Decareer and Program Information Decareer service Student Supers	Produce transcripts for students. Request Transcript Report Produce a small number of transcripts
	Batch Transcripts Electronic Transcripts Create and print transcripts for groups of students. Produce transcripts as electronic files. IB Batch Transcript Request Electronic Transcript Request IB Batch Transcript Reperts Electronic Transcript Query IB Batch Transcript Print Image: Comparison of the print
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2. In Transcript Request, enter the Student ID, and click the Search button to find an existing transcript; or click the Add a New Value tab to create a new request.

If you are creating a new request, enter the following information in the Request Header tab:

a) Institution: PCCD1

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- b) Transcript Type: UNOFF
- c) Click the box for Override Service Indicator (this will allow you to view the unofficial transcript of a student with any type of hold)
- d) Output Destination: Page

Request Header R	equest <u>D</u> etail	Report <u>R</u> esults	Report <u>E</u> rrors	
Report Request Nbr:	000000000	Request Date:	Us	ser ID:
*Institution: *Transcript Type:	PCCD1 V UNOFF V	Peralta Community Peralta Unofficial 1	y College Dist Franscript	
	Freeze Re	cord		
	✓ Override S	Service Indicator		
*Output Destination:	Page	~		
Number of Copies:	1			
Future Release:	Immediate P	rocessing	\checkmark	
Academic Career:				
Term:				
Print Date:	03/16/2016			
Request Reason:		~		
	Cancel Re	quest		

3. In the Request Detail tab, enter the Student ID# and click the Process Request:

Request <u>H</u> eader	Request Detail	Report <u>R</u> esults	Report <u>E</u> rrors	_		
					Process Reg	luest
Report Request Nbr:		0000000 On R	equest		Print	
Transcript Type:	UN	OFF Peralt	ta Unofficial Transo	cript	Report Manager	
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Save 🔛 Notify					Add	Update/Display

Request Header | Request Detail | Report Results | Report Errors