

TRANSCRIPT REQUEST

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



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
- 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

The screenshot shows the 'Request Header' tab of the Oracle Transcript Request form. The form contains the following fields and options:

- Report Request Nbr:** 000000000
- Request Date:**
- User ID:**
- *Institution:** PCCD1 (dropdown menu)
- *Transcript Type:** UNOFF (dropdown menu)
- Freeze Record
- Override Service Indicator
- *Output Destination:** Page (dropdown menu)
- Number of Copies:** 1
- Future Release:** Immediate Processing (dropdown menu)
- Academic Career:**
- Term:**
- Print Date:** 03/16/2016
- Request Reason:**
- Cancel Request

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

Request Header | **Request Detail** | Report Results | Report Errors

Report Request Nbr: 000000000 On Request **Process Request**
Print

Transcript Type: UNOFF Peralta Unofficial Transcript [Report Manager](#)

Find | View All First 1 of 1 Last

*Seq Nbr	*ID	
1	10838285	Send

Save Notify Add Update/Display

[Request Header](#) | [Request Detail](#) | [Report Results](#) | [Report Errors](#)