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## Transcripts

Viewing unofficial transcripts and ordering official transcripts is easier than ever at Grays Harbor College. Both can be ordered online!



### ▶ Unofficial Transcripts

An unofficial copy of a transcript is usually for student use. You can request a copy of your unofficial transcript from our website using your Student ID (SID) and PIN.

[View Unofficial Transcripts](#)

**Please note:** If you do not know your SID, you can get that on our [Display My SID](#) page. If you do not know your PIN, you can request your PIN through our [Request Your PIN](#) page.

### ▶ Official Transcripts

An official transcript is a copy of the student's permanent grade record which is signed by the appropriate student records officer and carries the official seal of the college. If a student is to furnish an official transcript to another college or university it usually must be mailed directly to the registrar of that institution.

Transcripts can be ordered online using any major credit card. Your card will be charged when your school sends your transcript(s). Order updates will be emailed to you. You can also track your order online.

### The following is required to order a transcript online:

- A valid major credit card
- An email account
- Your signed consent

**Please note:** There is a \$2.25 charge for this service.

[Order Official Transcripts!](#)

Transcripts should be sent to:

Grays Harbor College  
Attn. Admissions and Records Office  
1620 Edward P. Smith Dr  
Aberdeen, WA 98520

### ▶ Have Questions?

If you have questions about ordering transcripts, contact Admissions and Records at [admissions@ghc.edu](mailto:admissions@ghc.edu) or by calling 360-538-4026.