

State College Area School District Transcript and Diploma Request Form

If you graduated within the last 25 years, complete the form below and mail it along with your check or money order (payable to SCASD) to:

SCASD Registration Office
240 Villa Crest Dr
State College, PA 16801

Fees: **Diploma** - \$10 per copy
Official Transcript to be sent directly to a college/university/institution - \$5 per copy
Unofficial Transcript typically for personal use only - \$3 per copy
 Returned check fee \$35

Please note that the Pennsylvania Department of Education allows school districts to create their own records retention policy. State College Area School District retains high school transcripts for 25 years after graduation or the year they would have graduated. If you did not graduate from State College Area High School, your records may have been transferred to your next school of enrollment, if requested.

Student Name: _____

Name at graduation, if different: _____

Birth date: _____ **Graduation year:** _____ **Phone number:** _____

Email (we will send confirmation when request has been processed): _____

Official transcript request: *sent from institution to institution*

College/Institution Name	Street Address (include email address if applicable)	City, State, Zip	# of official transcripts

Unofficial transcript request: *sent directly to you*

Street Address	City, State, Zip	# of unofficial transcripts

Diploma request: *sent directly to you*

Street Address	City, State, Zip	# of diplomas

Office use:
 Completed by: _____ Completion date: _____ Paid by: Check/Money Order _____
 Rev: Sept 2025, Feb 2026