



FREE

Unofficial Grade Transcript Scanning Request

The Online Scholarship Search and Application System requires students to submit an electronic copy of their unofficial grade transcript along with their online scholarship application.

First Name _____ Last Name _____

SID# at FHDA _____ Date _____

1) **Attach a printout of your unofficial grade transcript from the student portal (under the Main Menu tab).**

2) Indicate your choice:

_____ Place the scanned transcript on USB Flash Drive.

_____ Purchase a USB Flash Drive from Printing Services.

_____ Email my scanned transcript to me at:

EMAIL ADDRESS

3) Turn this form and a printout of your unofficial grade transcript to:

De Anza College Printing Services

Location: West campus, across from Seminar Building

Hours: Monday - Thursday 7:30 am - 6:00 pm

Friday 7:30 - 4:30 pm

Foothill College students may turn this in to Foothill College Financial Aid Office for inter-office mail.