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Transcript Evaluation

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Transcript Request

Request a Transcript

A transcript is an official record of a student's academic work at Cañada College, College of San Mateo and Skyline College. A single transcript will contain a student's work from all three colleges in the San Mateo County Community College District (SMCCCD).

When requesting a transcript, please choose your home campus if you attended multiple colleges in this District. There is no need to request individual transcripts from each college.

Transcript Services

Transcript Services are provided by Parchment Inc., including transcript order, print, and delivery service. Their service will allow you to request transcripts 24/7.

On behalf of SMCCCD, Parchment Inc. has the authority to fulfill all electronic transcript requests and respond to related inquiries. All PDF transcripts produced through the electronic transcript process are identical to paper transcripts. These PDFs can be certified as unaltered by visiting the website provided during the delivery process.

Payment

The first two transcript requests are free; thereafter, transcripts are \$5 each.

Processing Time

Most transcript requests are processed within one business day through Parchment Inc.

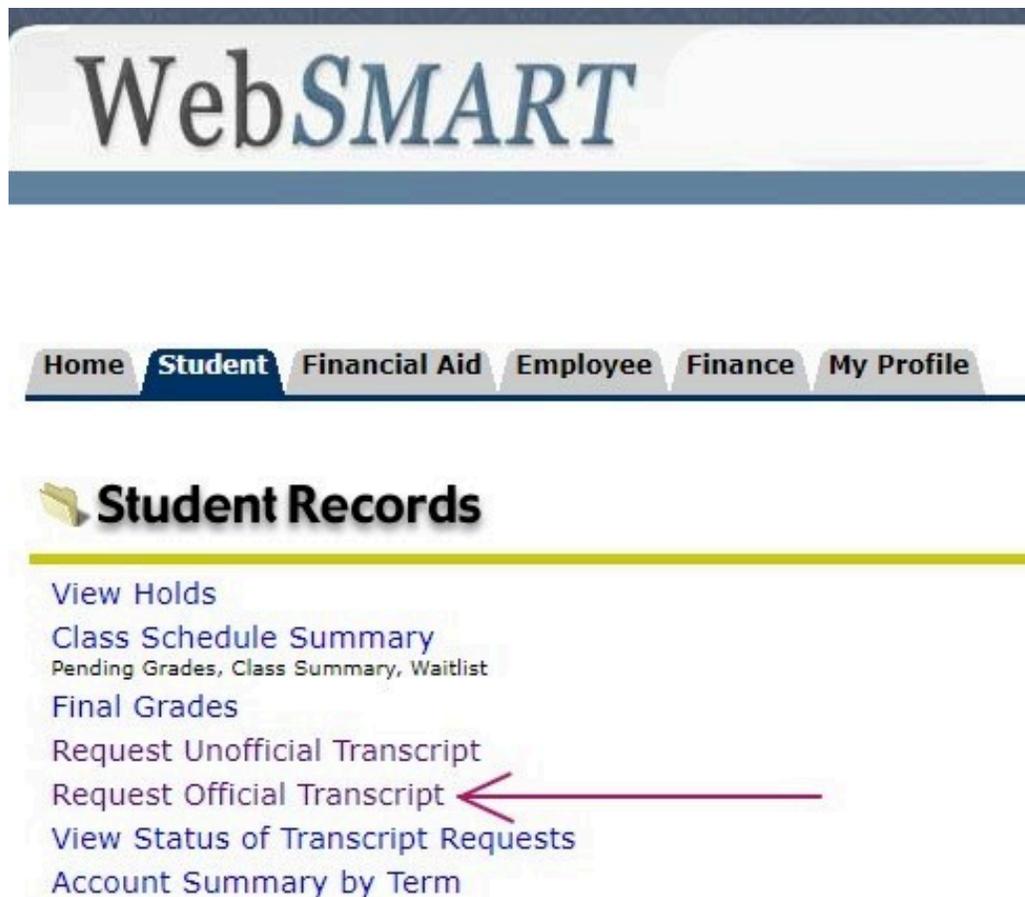
Delivery Method

Transcripts are sent electronically or mailed using U.S. first class mail.

Requesting an Official Transcript

Current Students

1. Use your [WebSMART](#) account to make your request. For additional login information, please see the [How to Log in to WebSMART tutorial](#).
2. After login, select **Student Records** and then select **Request Official Transcript**.



Former Students & Third Party

Students without access to WebSMART account, please see below for links to the online Parchment ordering service to complete your transcript request.

When requesting a transcript, **please choose your home campus** if you attended multiple colleges in this District. **There is no need to request individual transcripts from each college.**



Start transcript order for Cañada College

College of San Mateo

Start transcript order for CSM



Start transcript order for Skyline College

Requesting an Unofficial Transcript

Current Students

1. Use your [WebSMART](#) account to make your request. For additional login information, please see the [How to Log in to](#)

[WebSMART tutorial](#).

2. After login, select **Student Records** and then select **Request Unofficial Transcript**.
3. Verify or enter email address and select continue.



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Student Records

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Pending Grades, Class Summary, Waitlist

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[Account Summary by Term](#)



Former Students & Third Party

Former students without access to WebSmart account can reactivate their student portal for 48 hours. Please go to [Student Account Activation](#) and reactivate your account to request your unofficial transcripts.

Unofficial transcript option is not available for third party.

For any questions, please contact Admissions & Records as listed below.

- Skyline College: [Contact Admissions & Records](#)
- College of San Mateo: Email csmadmission@smccd.edu
- Cañada College: [Contact Admissions & Records](#)

San Mateo County Community College District

The SMCCCD is a three-college district located between San Francisco and San Jose in the Silicon Valley. Our Colleges serve nearly 20,000 students each year and offer the first two years of instruction in a wide variety of degree and transfer programs, as well as vocational-technical programs.

Contact

District Office

3401 CSM Drive

San Mateo, CA 94402 USA

(650) 574-6550

TTY call 711 or visit CA Relay Services

webmaster@smccd.edu

smccd.edu

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