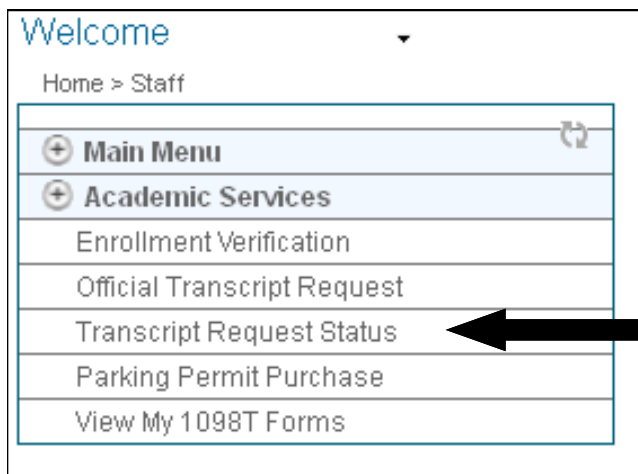


# How Do I Check the Status of an Official Transcript Request?

1. Go to [www.contracosta.edu](http://www.contracosta.edu)
2. Click on [InSite/WebAdvisor](#)
3. Click on [InSite Portal](#)
4. Log in to your InSite WebAdvisor account
5. Click on [Students](#)
6. Click on [Academic Services](#)



7. Click on [Transcript Request Status](#)

8. The date under [Date Produced](#) is when the official transcript is produced and sent out or picked up.

Total Transcripts Requested						
Recipient	Address	Number of Copies	Date Requested	Date Produced	Rush Processing	Delivery Method
DVC Viking	321 Golf Club Road Pleasant Hill, CA 94518	1	06/02/08	06/02/08		Pickup
DVC Viking	321 Golf Club Road Pleasant Hill, CA 94518	1	05/16/11	05/16/11		Mail

**Please note that the processing time for Standard service is 7-10 business days and Rush service is 24 hours. Incomplete forms may cause a delay in processing. Transcript requests will not be processed if any outstanding debts are owed to the college.**