



## Curriculum Transcript Request Form

**Mail to:**  
Transcript Request  
PO Box 1189  
Hamlet, NC 28345

Mail the completed and signed request to the address above. Include \$2.00 for each official transcript requested.  
Checks and money orders are accepted. Do not send cash. There is no charge for an unofficial transcript.  
Transcripts require one business day to process.

**In person requests:**

Official curriculum transcripts with same day (on demand) processing cost \$10.00.

Official curriculum transcripts with one business day processing cost \$2.00.

Payment accepted for in person requests include check, money order, cash, Visa, and MasterCard.

**Need to order online?** [www.richmondcc.edu/transcripts](http://www.richmondcc.edu/transcripts)

Official curriculum transcripts ordered online costs \$7.00.

**Regulations Governing the Release of Transcripts:**

The Family Education Rights & Privacy Act of 1974 (FERPA) requires the written consent of the student before any information can be released.

For Adult High School and GED transcripts please contact (910) 410-1970.

For Workforce and Economic Development (continuing education) transcripts please contact (910) 410-1703.

**Current Date:**

Last Name:

First Name:

Middle Initial:

Former/Maiden:

SSN/Student ID#:

Date of Birth:

Phone Number:

**Do you want:**  Official Transcript (signed and sealed) \_\_\_\_\_ # Copies     Unofficial (student copy) \_\_\_\_\_ # Copies

**Should we:**     Issue transcript now     Hold until grades are posted     Hold until graduation information is posted

**Do you want:**  To pick up transcript     Transcript mailed

**Print** the complete name and address of the person or institution to which this transcript is to be released:

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Transcript requests may not be processed if there is a hold on the student's account.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE:** Transcript provided on: \_\_\_/\_\_\_/\_\_\_ Provided by: \_\_\_\_\_