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 *Serving Richmond and Scotland Counties*

**ADULT HIGH SCHOOL REQUEST FOR TRANSCRIPT**

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| **FOR OFFICIAL USE ONLY: Transcript issued (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Please complete a separate request form for each transcript copy that you want.**

**NO TRANSCRIPT WILL BE ISSUED UNTIL ALL FINANCIAL OBLIGATIONS TO THE COLLEGE HAVE BEEN SATISFIED.**

**COLLEGE & CAREER READINESS (BASIC SKILLS) OFFICE REQUIRES A 24-HOUR NOTICE OF A TRANSCRIPT REQUEST.**

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| **Student Information (Please Print Legibly)** |
| **Full Name (First, Middle, Last):** | **Name Used During Testing (Maiden Name, etc.):** |
| **Current Mailing Address, City, State and Zip Code:** |
| **Phone Number:** | **Date of Birth:** | **Last 4 digits of SS #:** |
| **Personal Fax #:** | **Date Completed High School Diploma Program:** |
| **Personal Email Address:** |

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| **Type of Transcript Needed (Please Check All That Apply)****1. Official Transcript (signed with college seal) \_\_\_\_\_\_\_\_\_\_****2. Student Copy (unofficial transcript) \_\_\_\_\_\_\_\_\_\_** |
| **How To Send Transcript (Please Check All That Apply):****1. Pick Up In Person \_\_\_\_\_\_\_\_\_\_ 2. Email \_\_\_\_\_\_\_\_\_\_ 3. Mail \_\_\_\_\_\_\_\_\_\_ 4. Fax \_\_\_\_\_\_\_\_\_\_** |
| **Email, Mail, Fax Transcript To:****1. College Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****2. College Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **College Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **(City, State, Zip) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Signature Authorizes Release Of Official, Unofficial Adult High School Transcript and Diploma****Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |