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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |