

REQUEST FOR OFFICIAL TRANSCRIPT

NOTE TO STUDENT: Please complete information, sign, and forward to the last high school you attended and to all colleges you have previously attended. (Please Print) Most colleges and some high schools charge a fee for transcripts.

To the Principal/Registrar of:

School Name: _____

Street/P.O. Box: _____

City, State, Zip: _____

I am requesting:

- High School Transcript
- GED Test Scores
- College Transcript

LAST NAME		FIRST	MI
STREET/P.O. BOX			
CITY OR TOWN		STATE	ZIP CODE
SOCIAL SECURITY NUMBER		TELEPHONE NUMBER	
LAST NAME WHEN ENROLLED		LAST ATTENDED	
STUDENT SIGNATURE		TODAY'S DATE	



PLEASE MAIL OFFICIAL TRANSCRIPT TO:

Debra Gobble
Admissions and Evening Services Specialist
Virginia Highlands Community College
P.O. Box 828
Abingdon, VA 24212-0828
276-739-2508