Records Office
Forsyth Tech

Transcript Request

PLEASE READ CAREFULLY:

- Transcripts are $3.00 each and must be paid for upon request.
- Print clearly and fill in all the blanks.
- Partial transcripts will not be issued.
- Transcripts will not be issued unitl all financial obligations to the college are satisfied.
- Transcripts will not be released to anyone except the student without appropriate authorization.
- Transcripts are available Monday-Thursday from 8:30 a.m. until 7 p.m. and Friday from 8:30 a.m. to 2 p.m.
- Once issued, transcripts will not be revalidated.

Forsyth Tech Student ID : _____ or **Social Security Number:** _____ - _____ - _____

Name: _____ _____ _____
Last *First* *Middle / Former Name(s)*

Name used at time of enrollment, if different from above _____ _____ _____
Last *First* *Middle / Former Name(s)*

Telephone: (_____) _____ - _____ **Date of birth:** _____ / _____ / _____

Are you currently enrolled? ☐ Yes ☐ No **If no, Dates last enrolled:** Start: _____ End: _____

Check which transcript you want: ☐ Curriculum (college credit courses) ☐ Continuing Education (non-credit)

I would like my transcript:
☐ Picked Up Now ☐ Held for Current Semester Grades ☐ Mailed ☐ Held Until Degree is Recorded

I would like: ☐ OFFICIAL COPY – with the school seal ☐ STUDENT COPY – stamped "Issued to Student"

Mail to:

1. _____
   _____
   _____
   _____

2. _____
   _____
   _____
   _____

Please place additional addresses on the back

Or – I request that the following person be permitted to pick up my transcript (person must have a valid Photo ID)

Name of person to pick up transcript:
(*PRINT person's name*) _____

Student Signature _____ **Date** _____

OFFICE USE ONLY
Receipt Number: _____ Number of copies: _____
Prepared by: _____ Date: _____

Payment Information (required for processing):

Card Type: ☐ Visa ☐ Master Card

Card Number: _____ **Expiration:** _____

Number of Transcripts: _____ *x $3.00 ea.* **Total:** _____

FAX this form (including the back if requesting more than two transcripts) to: (336) 734-7160