



TRANSCRIPT REQUEST

PLEASE READ CAREFULLY:

- Transcripts are \$3.00 each to be paid at the Cashier's window (2nd floor, Allman Bldg.) prior to issue.
- Print clearly and fill in all the blanks.
- Partial transcripts will not be issued.
- Transcripts will not be issued until 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, 8:30AM to 6:00PM, & Friday, 8:30AM to 2:00PM.
- Once issued, transcripts will not be revalidated.
- GED transcripts/score reports are provided by the state GED Office, not by Forsyth Tech.

STUDENT ID _____ **OR** Social Security Number xxx - xx - _____

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

Name used at time of enrollment if different from above.

Name _____
Last First Middle/Former Name(s)

Telephone Number (____) _____ - _____ Date of Birth ____/____/____

Are you currently enrolled? Yes No If No, dates last enrolled: START ____ END ____

Check the transcript type you want: ____ **CURRICULUM** (*college credit courses*) ____ **CONTINUING EDUCATION** (*non-credit*)
 ____ **FORSYTHTECH ADULT HIGH SCHOOL**

I would like my transcript:

- | | |
|---|---|
| <input type="checkbox"/> PICKED UP NOW | <input type="checkbox"/> MAILED (enter address(es) below) |
| <input type="checkbox"/> HELD FOR CURRENT SEMESTER GRADES | <input type="checkbox"/> HELD UNTIL DEGREE IS RECORDED |

I would like:

- | | |
|---|--|
| <input type="checkbox"/> OFFICIAL COPY with the school seal & sealed in envelope | <input type="checkbox"/> STUDENT COPY states "Issued to Student" & stamped "UNOFFICIAL" |
|---|--|

MAIL TO:

1. _____ 2. _____

Put additional addresses on the back.

OR – I request that the following person be permitted to pick up my transcript for me (*person must present a photo ID to do so.*):
 Print Name of person to pick up transcript: _____

STUDENT SIGNATURE: _____ **DATE** _____

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