



# Request for High School or College Transcript

Caldwell Community College and Technical Institute  
Hudson, North Carolina

## TO THE APPLICANT:

Please submit an admission application to Caldwell Community College & Technical Institute before requesting transcripts. You must request a copy of your transcript from each school you have attended (including high school and college). Send a separate transcript request form to each school.

**Special Note:** Most schools charge a fee to process transcript requests. Check with your school for the appropriate fee and accepted forms of payment. **Enclose payment with this request form to avoid delays.**

## TO THE SCHOOL OFFICIAL:

An official copy of my transcript is required to complete my permanent record file at Caldwell Community College & Technical Institute. If applicable, the date of graduation must be indicated on the transcript. Please mail my official grade transcript **along with this form to:**

Director of Enrollment Management Services  
Caldwell Community College and Technical Institute  
2855 Hickory Boulevard  
Hudson, NC 28638

**NOTE:** *To be considered official, documents must be sent in an official school envelope directly from the institution to Caldwell Community College & Technical Institute.*

The following information is provided for your use in locating my record:

(Print Clearly)

_____			
<i>Last Name</i>	<i>First Name</i>	<i>Middle/Former Name</i>	
_____			
<i>Social Security Number</i>	<i>Birth Date</i>	<i>Phone Number</i>	
_____			
<i>Box, Route, Street</i>	<i>City</i>	<i>State</i>	<i>ZIP Code</i>

I graduated from or attended \_\_\_\_\_  
*Name of School*

Graduation date or dates of attendance \_\_\_\_\_

Type of transcript requested:

- High School       College
- GED Test Scores\*

\*For GED test taken in NC contact:  
NC State GED Office  
5016 Mail Service Center  
Raleigh, NC 27699-5016  
Fax to: (919) 807-7164 or (919) 807-7172

I certify the release of this record.

\_\_\_\_\_  
*Student's Signature Required*

\_\_\_\_\_  
*Date*