

VANCE-GRANVILLE

COMMUNITY COLLEGE

P.O. BOX 917, HENDERSON, NC 27536 (252) 492-2061

—TRANSCRIPT REQUEST— FEE: \$2 FOR EACH OFFICIAL COPY

TO: Records Office

FROM:

Your Name

Name While Enrolled (if different)

Current Address

XXX-XX-

Student ID Number (Last Four Digits)

Birth Date

Contact Number

Date Requested

Type of Transcript Requested: Curriculum
(credit courses)

Continuing Education
(non-credit courses)

ADHS
(Adult High School)

GED — Please contact the NC State GED Office at 5016 Mail Service Center, Raleigh, NC 27699-5016 or visit www.ncccs.cc.us/Basic_Skills/requestFormForGEDOrGEDScores.htm.

Please mail transcript(s) to:

(List colleges, including COMPLETE mailing address. **ADDRESSES ARE THE STUDENTS RESPONSIBILITY.** No transcript will be issued until all financial obligations to VGCC have been satisfied.)

1. _____

2. _____

Mailing Instructions:

- Mail Immediately
 Hold this request until current grades are posted

- I will pick up (Photo ID is required to pick up transcripts)
 Comments or other instructions _____

Student's Signature _____