



TRANSCRIPT REQUEST FORM

Transcripts are only processed upon the written request of the student.

All financial obligations to the college **MUST** be satisfied before transcripts will be issued.

- To request an Adult High School (AHS) transcript, please contact Gina Nordyke at gnordyke@spcc.edu or 704-290-5243.
- Fees - \$5 for each transcript requested. Call the Business Office at 704-272-5355, or 704-290-5849 to pay for each transcript requested.
- Student must show ID to pick up transcript.

Student Name: _____ Phone: _____

SSN/ID: _____ Email: _____

Street Address: _____ City: _____

State: _____ Zip: _____ Date of Birth: _____

Student Signature: _____ Date: _____

Type of Transcript: Curriculum/Continuing Education (All classes) Unofficial High School

Delivery Method: Transcript Emailed ****Only if receiving college is part of Electronic Transcript Exchange**
 Pick up transcript by Student (If not picked up within 24 hours, the transcript will be mailed)
 Transcript mailed

Print (specify # of copies):
 Transcript now Hold until grades are posted Hold until graduation information is posted

Attention (EX. Admissions)

Attention (EX. Admissions)

College/University

College/University

Address

Address

City State Zip

City State Zip

- OFFICE USE ONLY -

Registrar's Office: _____ Date: _____ Amount Paid: _____

Submit completed form to the Registrar:
 South Piedmont Community College
 PO Box 126, Polkton NC 28135 | PO Box 5041, Monroe NC 28111
 FAX: 704.272.5303 | 704.993.2425