

REQUEST FOR OFFICIAL TRANSCRIPT

NOTE TO STUDENT: Please complete information, sign, and forward to the last high school you attended AND to all colleges you have previously attended.
(Please Print) *Most colleges and some high schools charge a fee for transcripts.*

To the Principal/Registrar of:

School Name: _____

Street/P.O. Box: _____

City, State, Zip: _____

I am requesting:

- High School Transcript
- GED Test Scores
- College Transcript

STUDENT INFORMATION:

LAST NAME	FIRST	MI
STREET/P.O. BOX		
CITY OR TOWN	STATE	ZIP CODE
SOCIAL SECURITY NUMBER	TELEPHONE NUMBER	
NAME WHEN LAST ENROLLED	LAST ATTENDED	
STUDENT SIGNATURE	TODAY'S DATE	



PLEASE MAIL OFFICIAL TRANSCRIPT TO:

**Virginia Highlands Community College
Admissions & Records
P.O. Box 828
Abingdon, VA 24212-0828
276-739-2508**