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:
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School Name:	I am requesting:
Street/P.O. Box:	☐ High School Transcript
City, State, Zip:	☐ GED Test Scores
	☐ College Transcript

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



PLEASE MAIL OFFICIAL TRANSCRIPT TO:

Debra Gobble, Admissions & Evening Services Specialist
Virginia Highlands Community College
P.O. Box 828
Abingdon, VA 24212-0828

276-739-2508 or 877-207-6115 (Toll-Free in Selected Areas)