

**Student Information Request Form**

*Please note: Students making in-person requests will be required to show photo ID.*

**Copy(s) Requested:**

- Adult High School Transcript
- Continuing Education Transcript
- Enrollment Verification
- Placement Test Scores

**(Please note, we do not issue GED transcripts, for GED transcript information contact the GED hotline at 919-807-7139.)**

**Unofficial transcripts may be obtained from Parchment (instructions and link at the Records and Transcripts webpage at [www.gtcc.edu](http://www.gtcc.edu)).**

**Name and address where requested information is to be mailed:**

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

Street Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Student Information:**

Student's Name \_\_\_\_\_

Last Name                      First Name                      Middle Initial                      Previous or Maiden Name

Student ID# or Last Four Digits of SS# \_\_\_\_\_ Birthdate \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Student's Phone Number \_\_\_\_\_

Student's Email \_\_\_\_\_

Approximate Dates of Attendance \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

- In order to comply with FERPA requirements, students must request information themselves.
- Students must fulfill ALL financial obligations to GTCC before information is sent.
- Please submit to [records@gtcc.edu](mailto:records@gtcc.edu) or efax at (336) 458-2359 and allow **3 business** days for processing.
- If you have questions, please contact Records at [records@gtcc.edu](mailto:records@gtcc.edu) or (336) 334-4822 option 4.