

Student Information Request Form

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

Copy(s) Requested: No charge for these records

Adult High School Transcript
Basic Skills Transcript (ABE, BSP, ESOL)
Enrollment Verification
Placement Test Scores
Unofficial Transcript

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

Official curriculum and continuing education transcripts can be requested from the Parchment storefront via the [Records and Transcripts webpage](#).

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 _____	

- 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 or efax at 336-458-2359 and allow **three business** days for processing.
- If you have questions, please contact Records at records@gtcc.edu or 336-334-4822, option 4.