



## Student Request for High School Transcripts

Contact your former high school to determine if a transcript fee is required. Mail or present this form and applicable transcript fee to your high school. They will mail an official copy of your transcript to Richmond Community College. Adult High School graduates should contact the community college or school where they received their diploma. GED graduates should use the NC GED transcript request form.

YOUR NAME: \_\_\_\_\_ / \_\_\_\_\_  
Last First Middle/Maiden Date of Birth

ADDRESS: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
PO Box or Street City State Zip

I GRADUATED FROM OR ATTENDED: \_\_\_\_\_  
High School

GRADUATION DATE OR LAST DATE ATTENDED: \_\_\_\_\_

I certify the release of this record.

Your signature \_\_\_\_\_

PLEASE MAIL MY TRANSCRIPT TO:  
**Admissions Office**  
**Richmond Community College**  
PO Box 1189  
Hamlet, NC 28345