

TRANSCRIPT REQUEST FORM (for official high school or college transcript or GED scores)

Instructions to student:

1. Submit an admissions application to Durham Tech.
2. **Complete this Transcript Request Form and send it to your high school, college or GED center.**
(NOTE: Some schools charge a fee for official transcripts.)

Social Security Number _____ Date of Birth _____

Last Name _____ First _____ Middle/Maiden _____

Other name(s) under which your records may be listed _____

Street Address City State Zip Phone Number

Transcript requested from (name of your high school or GED center): _____

Enrollment dates: From _____ to _____ Graduation date: _____

Signature of Student _____ Date _____

SCHOOL official: Please attach a copy of this form to the transcript and mail to
Student Information and Records Office
Durham Technical Community College
1637 Lawson Street
Durham, North Carolina 27703

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