

## TRANSCRIPT REQUEST



Mail this completed form to: Any college(s) you have attended to request an official transcript of your academic record. Also, request a copy of your COMPASS scores (if relevant).

If you have never attended a college, **send** this request to the high school from which you graduated or the agency where you took the GED Exam for a record of your certificate and scores.

SS#:  -  -

PLEASE PRINT:

Full Name *under which enrolled* \_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_ Date of Birth \_\_\_\_\_

FOR COLLEGES:

Name of College attended \_\_\_\_\_

Date of College attendance \_\_\_\_\_

FOR HIGH SCHOOL:

Name of High School \_\_\_\_\_

High School graduation year \_\_\_\_\_

To the registrar ~ *Please send one (1) copy of the following to:*

NORTHEAST ALABAMA COMMUNITY COLLEGE  
OFFICE OF ADMISSIONS  
PO BOX 159  
RAINSVILLE AL 35986

- Official college transcript
- High School Transcript (ACT scores)
- GED in Alabama (\$10.00 charge - request form is available in the Admissions Office)
- COMPASS test scores
- Transient Letter/Letter of Good Standing

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

**All transcripts MUST be sent directly from the forwarding institution to the Office of Admissions**