



NORTHEAST ALABAMA
COMMUNITY COLLEGE

Admissions Office

P.O. Box 159 Rainsville AL 35986

256-638-4418 or 256-228-6001 Extensions: 2222 or 2260

TRANSCRIPT REQUEST

Send this completed form to the high school from which you graduated, the agency where you took your GED exam, or any college(s) you have attended in order to request an official transcript of your academic record.

PLEASE PRINT

SS#	Date of Birth	Full Name under which enrolled
Check one (1) box. Please use a separate form for each request		
<input type="checkbox"/> High School	High School Name	Year of Graduation
<input type="checkbox"/> College	Previously attended College	Year(s) attended

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
- COMPASS test scores
- Transient Letter/Letter of Good Standing
- IEP, ADA, or SOP information (for Disability Services office)

Student Signature _____ Date _____

All transcripts MUST be sent directly from the forwarding institution to the Office of Admissions.
Faxed documents may be sent to 256-638-6043.