



# Request for High School or College Transcript

Caldwell Community College and Technical Institute  
Hudson, North Carolina

### TO THE APPLICANT:

Please submit an admission application to Caldwell Community College & Technical Institute before requesting transcripts. You must request a copy of your transcript from each school you have attended (including high school and college). Send a separate transcript request form to each school.

**Special Note:** Most schools charge a fee to process transcript requests. Check with your school for the appropriate fee and accepted forms of payment. Enclose payment with this request form to avoid delays.

*To be considered official, documents must be sent in an official school envelope directly from the institution to Caldwell Community College & Technical Institute. Once the official transcript has been received by CCC&TI it cannot be released to any person or institution.*

The following information is provided for use in locating my record:

_____	_____	_____
<i>Last Name</i>	<i>First Name</i>	<i>Middle/Former Name</i>
_____	_____	_____
<i>Social Security Number</i>	<i>Birth Date</i>	<i>Phone Number</i>
_____	_____	_____
<i>Box, Route, Street</i>	<i>City</i>	<i>State</i> <i>ZIP Code</i>

I graduated from or attended \_\_\_\_\_  
*Name of School*

Graduation date or dates of attendance \_\_\_\_\_

### Type of Transcript/ Accuplacer Computerized Placement Test Report (CPT) Requested:

High School     
  College     
  CPT Test Scores     
  GED Test Scores\*

*\*Note: For GED transcripts /test results taken in NC, contact: North Carolina Community College System, the GED Line telephone number is (919) 807-7139.*

I certify the release of this record.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### TO THE SCHOOL OFFICIAL:

An official copy of my transcript/CPT Test Scores is required to complete my permanent file at Caldwell Community College & Technical Institute. If applicable, the date of graduation must be indicated on the transcript. Please mail my official grade transcript and/or CPT Test Scores along with this form to:

Director of Enrollment Management Services  
Caldwell Community College and Technical Institute  
2855 Hickory Boulevard  
Hudson, NC 28638