



## Transcript Request Form

I have enrolled in the Adult High School Diploma Program at Isothermal Community College. Will you please send a copy of my transcript to:

Amy Cooke  
Isothermal Community College  
P.O. Box 804  
Spindale, NC 28160-0804

1. **Name:** \_\_\_\_\_

If your name was different in high school than it is now, please write the name that was used in high school on the following line:

\_\_\_\_\_

2. **Date of Birth:** \_\_\_\_\_

3. **Social Security Number:** \_\_\_\_\_

4. **Name and complete address of the last school you attended:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **Student:** This form will not be accepted at you former school unless you send \$2.00 with this request. Schools charge \$2.00 or more for each transcript.

6. **Student:** Please include the name of the adult high school class that you now attend. Some examples are: Polk Campus, Spindale Campus, MotherLearn and EvenStart.

\_\_\_\_\_

7. **Date of Request:** \_\_\_\_\_

8. **Signature of Student:** \_\_\_\_\_

9. **School:** Please send an official transcript in a sealed envelope to the above address. Please return a copy of this request form.