



## REQUEST FOR AN OFFICIAL TRANSCRIPT TO BE SENT TO CVCC

Please send an official transcript of my record, in a sealed envelope, to the following address:

**Student Records  
Catawba Valley Community College  
2550 Highway 70 SE  
Hickory, NC 28602**

Full Name \_\_\_\_\_

Name under which enrolled if different from above \_\_\_\_\_

Name of High School or College/University attended (if requesting high school/college transcripts) \_\_\_\_\_

Social Security Number \_\_\_\_\_

*Disclosure of SSN is voluntary but may help identify records requested. GED Administrator in Raleigh cannot process your request without disclosure of SSN.*

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

Dates of Attendance \_\_\_\_\_

Graduation Date \_\_\_\_\_

Item(s) requested:

- High School Transcript
- College Transcript
- ASSET
- COMPASS
- CPT/Accuplacer
- PSB
- ACT - ACT scores must be obtained from ACT ([www.act.org](http://www.act.org))
- SAT - SAT scores must be obtained from College Board ([www.collegeboard.com](http://www.collegeboard.com))
- TEAS - TEAS scores must be obtained from ATI ([www.atitesting.com](http://www.atitesting.com))
- GED Test Scores\*

Year tested \_\_\_\_\_ Testing Location \_\_\_\_\_

\*For GED tests taken in NC please notify: **GED Administrator**  
North Carolina Community College System  
5016 Mail Center  
Raleigh, NC 27699-5016  
Fax: 919-807-7164/919-807-7172

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

I certify that the record I am requesting to be released is my own.

**SPECIAL NOTE:** Most schools charge a fee to process transcript requests. Check with your school for the appropriate fee, which must be enclosed with this request form.