



TRANSCRIPT REQUEST

High School - GED - College

Complete this form and mail to your High School, GED test center, or College.

Present Name: _____ Social Security #: _____

Name on School Record _____

Address: _____ City, State & Zip _____

Previous Name: _____ Birth date: _____ Phone: _____

Circle Correct Campus Below* Email address: _____

I certify that the above information is correct and that misrepresentation may result in invalidating my request:

Signature: _____ Date: _____

*For High School or College transcript
complete this block*

*For GED transcript
complete this block*

<p style="text-align: center;">_____ Name of School</p> <p style="text-align: center;">_____ Years attended</p> <p style="text-align: center;">_____ Date of graduation</p> <p style="text-align: center;">Check one if appropriate: <input type="checkbox"/> Expect to graduate <input type="checkbox"/> Did not graduate</p> <p>If you want your college transcript evaluated for transfer credit that applies to your current program of study, you must complete a <i>Transfer Credit Evaluation Request</i> form.</p>	<p style="text-align: center;">_____ Name of Test Center</p> <p style="text-align: center;">_____ Year Certificate was Issued</p> <p style="text-align: center;">_____ Number Requested</p> <p style="text-align: center;">For a GED earned within the state of Georgia mail request form with a \$15.00 money order , company check, or cashiers' check made payable to <u>Georgia GED Testing Program</u>:</p> <p style="text-align: center;">Office of Adult Education GED® Testing Program (GaGTP) 1800 Century Place, Suite 300B Atlanta, Georgia 30345 404-679-1645 or 800-94MYGED</p> <p>*No personal checks or cash. After request is received, please allow 7 business days for processing.</p>
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Attention School Officials:

The above named student has applied for admission to Southern Crescent Technical College. It is important that we receive a transcript to process his/her application. Send official transcript with a copy of this form to:

Southern Crescent Technical College
(Circle Correct Campus)

<p>GRIFFIN CAMPUS* Admissions Office 501 Varsity Road Griffin, GA 30223</p>	<p>FLINT RIVER CAMPUS* Admissions Office 1533 Highway 19 South Thomaston, GA 30286-4752</p>
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As set forth in full in its Course Catalog/Student Handbook, Southern Crescent Technical College is an Equal Opportunity Institution and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) Toni Doaty, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770)228-7382, tdoaty@sctech.edu; ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) Teresa Brooks, 501 Varsity Road, Griffin, GA 30223, (770)228-7258, tbrooks@sctech.edu; Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus and Taylor County Center) Mary Jackson, 1533 Highway 19 South, Thomaston, GA 30286, (706)646-6224, mjackson@sctech.edu. Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by Xenia Johns, 501 Varsity Road, Griffin, GA 30223, (770)228-7348, xjohns@sctech.edu.
Revised: 7/28/2014