GTCC
GUILFORD TECHNICAL COMMUNITY COLLEGE

Student Information Request Form

Please note: *Students making in-person requests will be required to show photo ID. Students emailing and faxing in requests, please attach photo ID.*

Copy(s) Requested: No charge for these records

- ☐ Adult High School Transcript
- ☐ Basic Skills Transcript (ABE, BSP, ESOL)
- ☐ Enrollment Verification
- ☐ Placement Test Scores
- ☐ Unofficial Transcript

(Please note, we do not issue GED transcripts, for GED transcript information contact the GED hotline at 919-807-7139.)

Official curriculum and continuing education transcripts can be requested from the Parchment storefront via the Records and Transcripts webpage.

Name and address where requested information is to be mailed:

Name

Street Address

City State Zip Code

Student Information:

Student's Name _____
Last Name First Name Middle Initial Previous or Maiden Name

Student ID# or Last Four Digits of SS# _____ Birthdate _____

Mailing Address _____ City _____ State _____ Zip Code _____

Student's Phone Number _____

Student's Email _____

Approximate Dates of Attendance _____

Signature _____ **Date** _____

- To comply with FERPA requirements, students must request information themselves.
- Students must fulfill ALL financial obligations to GTCC before information is sent.
- Please submit to records@gtcc.edu or efax at 336-458-2359 and allow **three business** days for processing.
- If you have questions, please contact Records at records@gtcc.edu or 336-334-4822, option 4.

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