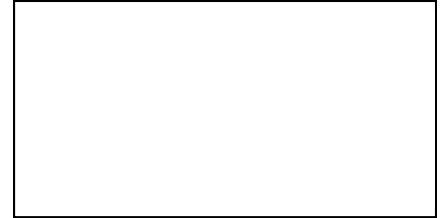




OFFICIAL TRANSCRIPT REQUEST



To request a transcript from Haywood Community College, please print ALL information clearly.

Personal Information

Name _____ SSN or Student ID # _____

Address _____
Street City, State Zip

Other Names (Former/Maiden) _____ Date of Birth _____ Phone _____

_____ I attended HCC prior to 1984.

_____ I attended HCC during or after 1984.

Transcript Information

Haywood Community College charges \$5.00 for each official transcript. Official Transcripts will be mailed within 1-2 business days upon receipt of the transcript request. Please allow up to 5 days to process requests for academic coursework completed prior to 1984.

I will pick up _____ copies of my official transcript. (Photo ID required.)

Mail _____ transcript(s) to:
Quantity

Mail _____ transcript(s) to:
Quantity

Total # of transcripts requested _____ x \$5.00 = _____

Release Information

In accordance with the Family Educational Rights and Privacy Act of 1974, I hereby grant permission to release my Haywood Community College transcript to the agency/business/institution listed above.

I certify that the records that I am requesting to be released are my own. I further understand that if I sign for another individual's record to be released, I will be held liable.

Student's Signature _____ Date _____

***All financial obligations must be cleared before any transcript will be released.**

***Method of payment accepted: cash, money order or credit card (paid online or in-person ONLY.)**