Montgomery Community College

Transcript Request Form

To the applicant: Complete and mail a request form to each school you have attended—high school, GED®, high equivalency testing center, college, etc. If you are currently enrolled in high school, please have a transcript sent to us now and a final copy sent to us upon graduation. Specify which transcript(s) you are requesting with this form:

- High School
- GED®/HSE/Adult High School
- College Curriculum
- Placement Test Scores
- College Continuing Education

Student Information

Name (as it appears on high school/GED®/college records):
First Middle/Maiden Last

Name (as it appears on MCC records if different from above):
First Middle/Maiden Last

* Social Security Number: ____________________________ Date of Birth: ____________________________
*Providing your Social Security Number is voluntary; the number is used for record identification purposes only.

Present Address:
Street/Route/Box Number City State ZIP

I have applied for the ____________________________ program at MCC and plan to begin (academic term) ____________________________ 20__

Name & address of high school/GED® testing center/college:

Last year of attendance: ____________________________ Graduated: ___Yes ___No ___Currently enrolled

This request serves as authorization for the release of the information specified above to MCC.

Student’s Signature _____________________________________________________________________________ Date: ____________________________

To the high school Counselor, GED® Examiner, or college Registrar send the transcript(s) to the:

Enrollment Office
Montgomery Community College
1011 Page Street
Troy, NC 27371

Attention North Carolina GED®/high school equivalency graduates:

Please send this form via mail or fax to:

NCCCS High School Equivalency (HSE) Records Office
5016 Mail Service Center, Raleigh, NC 27699-5016
FAX: (919) 807-7172 or (919) 807-7164

You may also visit the website listed below for more information on obtaining your transcript.

http://www.nccommunitycolleges.edu/college-and-career-readiness/high-school-equivalency/high-school-equivalency-records