



# OFFICE OF RECORDS, REGISTRATION AND ADMISSIONS

P.O. Box 1009 (27204-1009) • 629 Industrial Park Avenue • Asheboro, NC 27205  
Phone: (336) 633-0200 Fax: (336) 629-9547

*Creating Opportunities. Changing Lives.*

## Request for An Official Transcript to Be Sent To Randolph Community College

\*\*\* Please return a copy of this form with the Official Transcript\*\*\*

### TO: High School Counselor, College Registrar or State GED Office

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

Office of Records, Registration and Admissions  
Randolph Community College  
P.O. Box 1009  
Asheboro, North Carolina 27204-1009

\_\_\_\_\_  
Student's Full Name

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

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

\_\_\_\_\_  
Name of High School of College/University attended

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

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

\_\_\_\_\_  
Current Address and Phone Number

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

Type of transcript requested:  High School  College

Test Scores:

\*\*For GED Tests taken in NC please notify:

- ACT
- ASSET
- COMPASS
- CPT
- SAT

GED Administrator  
North Carolina Community College System  
5016 Mail Center  
Raleigh, NC 27699-5024  
Fax to: 919-807-7164/919-807-7172

GED Test Scores\*\*

Year tested \_\_\_\_\_

Location \_\_\_\_\_

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

**\*\*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.\*\***