



## High School Transcript Request

*Instructions for the Applicant:*

Please send this form to the last high school that you have attended. If you are still in high school, complete the form and give to your Guidance Counselor to send your transcript **after you graduate** (unless otherwise requested).

Please be aware that most schools charge a fee, and will not release a transcript until the fee is paid. To save time, contact your school in advance to determine if a fee should accompany this request.

*Note: Greenville Technical College accepts official transcripts from institutions that are regionally accredited. Private schools and home schools must be regionally accredited or listed with the appropriate Department of Education. For complete details on acceptable transcripts, visit [www.gvltec.edu/acceptable-grad-types/](http://www.gvltec.edu/acceptable-grad-types/).*

To: *Office of Student Records, Registrar or Guidance*

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*Name of School*

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*Street Address or P. O. Box*

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*City*

*State*

*Zip Code*

I have applied for admission to Greenville Technical College and request that you send an official copy of my transcript to:

Admissions Office  
Greenville Technical College  
MS 1025  
P. O. Box 5616  
Greenville SC 29606-5616

I graduated or last attended your school in \_\_\_\_\_.

Thank you for your prompt attention.

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*Name – Please include all names (maiden and others used at the time of attendance)*

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*Social Security Number*

*Date of Birth*

*Telephone*

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*Current Address*

*City*

*State*

*Zip Code*

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*Signature*

*Date*