

## Request for Transcript

### Instructions:

- It is the applicant's responsibility to have official transcripts sent to Northeast State. Your admissions file cannot be completed until all transcripts have been received.
- A completed request form should be mailed to each high school, college, and/or GED institution attended.
- It is the student's responsibility to ensure any transcript processing fee the institution may charge is paid.

To the Registrar/Principal of:

Date: \_\_\_\_\_

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

I am requesting:

- High School Transcript
- GED/HiSet Scores
- College Transcript

I have applied for admission to Northeast State Community College. My admission is being delayed until these transcripts are received. Please mail an official copy of my transcript record to:

Office of Admissions and Records  
Northeast State Community College  
2425 Highway 75 • P.O. Box 246  
Blountville, Tennessee 37617-0246

***Please make sure my date of graduation and, if applicable, type of diploma is clearly marked on the transcript.***

My last attendance in your school: \_\_\_\_\_ (Term and Year)

My Social Security Number is: \_\_\_\_\_ My date of birth is: \_\_\_\_\_  
Month, Day, Year

Printed Name: \_\_\_\_\_  
Last Name First Name Middle Name Maiden Name

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Signature: \_\_\_\_\_

***NOTE: If you have sent my transcript to Northeast State in the past 10 days, please disregard this notice.***