



Caldwell Community College and Technical Institute

Request for Adult High School Transcript

Please use this form when requesting CCC&TI Adult High School Diploma transcripts.

Transcripts cannot be emailed.

To request High School Equivalency test scores please visit www.diplomasender.com

Please note that you cannot use this form to request continuing education or curriculum transcripts.

Student Information

(PLEASE PRINT) The following information is provided for your use in locating my record:

_____	_____	_____
Last Name	First Name	Middle/Maiden Name
(If your name has changed, please print the name you used when attending CCC&TI)		
_____	_____	
CCC&TI Student ID# or Social Security Number	Date of Birth (Month, Day & Year)	
_____	_____	
Current Address	City	
_____	_____	_____
State	Zip Code	Telephone Number (with Area Code)

Method of Delivery

- ☐ To be picked up **(Photo ID Required)** ☐ Pick up on Caldwell Campus ☐ Pick up on Watauga Campus
☐ To be mailed

Address for Transcript Delivery (Required): _____

Use the space to the right to indicate the mailing address where the transcript(s) should be sent. This address will appear on the outside of the transcript envelope.

Name of Institution/Person

Address Line 1

Please allow 2 Business Days for your transcript to be printed.

City

State

Zip Code

Signature and Date

My signature below authorizes release of my student transcripts/records.

SIGNATURE: _____ **DATE:** _____

Please complete form and mail to:

Caldwell Community College & Technical Institute
2855 Hickory Boulevard
Hudson, NC 28638
Or you can fax it to (828) 726-2709.

If you have any questions or need additional information, please contact Records at CCCTIRegistrar@cccti.edu.