

# TRANSCRIPT REQUEST

**INSTRUCTIONS:** Use this form to request copies of your academic transcripts for both high school and college (if applicable.) Please complete this form and mail to the school(s) you previously attended.

DATE: \_\_\_\_\_

I attended \_\_\_\_\_

from \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_.

\*\*\* Copy of transcript MUST show the date you graduated from high school. \*\*\*

I authorize \_\_\_\_\_ to release my records to:

OFFICE OF ADMISSIONS  
ATHENS TECHNICAL COLLEGE  
800 U.S. HIGHWAY 29 NORTH  
ATHENS, GA 30601-1500

Signature (required) \_\_\_\_\_

Name while enrolled in high school/college : \_\_\_\_\_

Married name (if applicable): \_\_\_\_\_

Current address: \_\_\_\_\_

\_\_\_\_\_

Social Security Number/ Student ID: \_\_\_\_\_

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

**\*\*\*If you are a current high school senior, we will need a copy of your FINAL transcript to certify that you are a high school graduate\*\*\***

**\*\*\*SCHOOL OFFICIAL: PLEASE ATTACH THIS FORM TO THE TRANSCRIPT BEFORE MAILING\*\*\*\***