



CENTRAL CAROLINA COMMUNITY COLLEGE  
WELCOME CENTER – CON. ED. TRANSCRIPTS  
1105 KELLY DRIVE  
SANFORD, NC 27330

**TRANSCRIPT REQUEST**  
**NON-CREDIT CLASSES**

PHONE: 919-718-7500 OR 1-800-682-8353  
FAX: 919-718-7412

Continuing Education Department

*All sections must be completed to ensure processing of this request.*

NAME \_\_\_\_\_  
Last First Middle SSN or ID

ADDRESS \_\_\_\_\_

City State Zip

PHONE (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Day Evening

PREVIOUS NAME(S) \_\_\_\_\_ BIRTH DATE \_\_\_\_\_

TRANSCRIPT REQUEST:  Official (Sealed)  Unofficial  
Date of Last Enrollment: \_\_\_\_\_ Year  Spring  Summer  Fall  
Program:  HS Diploma  GED/HISET\*  ConEd/ Specify: \_\_\_\_\_

*\*For GED or HISET tests taken in NC please visit: [www.nccommunitycolleges.edu](http://www.nccommunitycolleges.edu)*

Campus Attended:  Chatham  Harnett  Lee

Process now (Do not hold for current semester grades.)  
 Hold until current grades are posted (Please allow up to 4 weeks from the end of a class.)

Send transcript to:	Hold for pick up by: (picture ID required)
_____	_____
_____	_____
_____	_____
_____	_____

In accordance with the Family Educational Rights and Privacy Act of 1974, I hereby authorize the release my transcript data to the agency or person listed above.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

All transcript requests will be processed in the order in which they are received.  
This college does not release copies of transcripts from other institutions.  
A student signature is required on all transcript requests.  
There is no cost for non-credit transcript requests.  
Official transcripts may not be faxed.

**OFFICE USE ONLY:**  
Date Processed: \_\_\_\_\_  
Processed by: \_\_\_\_\_  
Notes: \_\_\_\_\_