



CONTINUING EDUCATION TRANSCRIPT REQUEST FORM

Alamance Community College

Please bring, mail, or fax this completed form to the ACC office described below. Phone requests are not accepted. The mailing address will be the Office Name, ACC, 1304 Plaza Drive, Burlington, NC 27215. No transcript will be issued if the student has an unresolved financial obligation to the College. Please allow up to 24 hours for the processing of a transcript request delivered in person and three days if delivered by mail.

Put a checkmark (✓) by your requested choice.

<input checked="" type="checkbox"/>	Type of Transcript	Transcript Description	Request Goes To:
<input type="checkbox"/>	Continuing Education (CE) classes only	Contains Continuing Education (non-degree, non-credit) classes only (except Adult High School) from 1986 to the present.	Continuing Education Dillingham Center (satellite campus)
<input type="checkbox"/>	Continuing Education (CE) classes prior to 1986	Continuing Education records prior to 1986 are not available electronically. If you select this option, the Continuing Education Office will call you.	Continuing Education Dillingham Center (satellite campus)
<input type="checkbox"/>	Adult High School (AHS)	Contains Adult High School classes only.	Assessment Center Literacy Building (main campus)

Print full name _____

Print previous name if enrolled under another name _____

Signature _____

Date _____ Phone number (_____) _____

For identity verification purposes, please indicate

- Student I.D. Number _____ OR Last Four Digits of Social Security Number _____
AND
- Date of Birth _____

Address: _____

Once the transcript is printed, what do you want?

- Mail (number of, up to 3) _____ copies of the transcript to me.
- Mail it to (name & address) _____

I will pick it up in person.

This person will bring a photo I.D. and pick it up for me: _____

Call phone number (_____) _____ when ready to pick up.

OFFICE USE ONLY

The transcript was

- picked up by the student.
- picked up by (if other than student): _____

Signature of office staff
processing the pickup: