HIGH SCHOOL TRANSCRIPT/GED REQUEST FORM

Part I. Instructions for Student

Proof of high school graduation or GED is an RCTC admission requirement for all applicants, including transfer students and those with prior college degree. **Complete the form then mail it directly to the high school which issued your diploma or GED center which issued your certificate of completion.**

Current Name | *Date of Birth | *Social Security Number

Current Address | Current Phone Number

Name while attending high school if different than above | Year of High School Graduation

By signing below you are authorizing _____
(Name of high school or record-keeping institution)

to release your academic transcript or GED record to RCTC.

Student Signature | Date

* This information will be used only to verify the correct identity of the student

Part II. Instructions for High School Records Office

Please send the high school academic transcript or GED record at the request of the above named student who is seeking admission to Rochester Community and Technical College. If the student has not yet graduated, please retain this request form and submit transcript to RCTC when graduation/GED completion has been certified. Please send items directly to this address:

Rochester Community & Technical College
Admissions Office
851 30th Ave SE
Rochester, MN 55904

Release Problems

If this form is incomplete, or if payment is required prior to release, or other problems arise; please contact the requestor (student) at the address and/or phone number provided above. The RCTC Admissions Office can be reached at (507) 285-7265 for other related issues.

09/06