

HIGH SCHOOL TRANSCRIPT/GED REQUEST FORM

Part I. Instructions for Student

Proof of high school graduation or GED is an RCTC admission requirement for new applicants. Transfer students and those with prior college degrees are not required to submit high school transcripts unless seeking financial aid. Please see your high school's website for instructions on how to request an official high school transcript. Some schools use Docufide (www.docufide.com) and require you to request your transcript electronically. If your school sends transcripts by mail, complete this form, and **mail it directly to the high school** which issued your diploma or GED center which issued your certificate of completion.

Current Name: _____
Last First Middle

*Social Security Number: _____ - _____ - _____ *Date of Birth: ____/____/____

Street Address: _____

City: _____ State: _____ Zip: _____

Current Phone: _____ Year of High School Graduation: _____

Name While Attending High School if Different than Above: _____

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 submit this student's final official high school transcript from your high school showing his/her graduation date. If sent by mail, transcripts should be sent from your high school directly to RCTC Admissions in a sealed envelope to the address listed below.

Release Problems

If this request form is incomplete, 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 and Records Office can be contacted at (507) 285-7268 for other related issues.