



Cabarrus Early College of Technology

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Concord, NC 28027

Phone: 704.260.6750

Fax: 704.260.6759

Transcript Request Form

ALL TRANSCRIPT REQUESTS WILL BE FULFILLED WITHIN TEN [10] BUSINESS DAYS FROM SUBMISSION DATE

Your transcript is a permanent record that contains final course grades, test scores, demographic data, & other vital information. Given the danger of identity theft, you are advised to carefully select those with whom you share your transcript. To protect the confidentiality of your information, you must complete this form each time you request an official transcript. Parents/Guardians may not request transcripts for students over the age of 18 without the student's written consent.

Current seniors receive three free transcripts, then the cost is \$5.00 per transcript. Print out your completed form and submit it to the school counselor. Please note: Former students must use the online transcript request form at <https://cabarrusnc.scribborder.com/>

Student's First Name:

Student's Last Name:

Submission Date: (mm/dd/yyyy)

Student High School ID:

Date of Birth: (mm/dd/yyyy)

Please check one [1] form by which you want your transcript submitted:

Pick-up

Online: For online, please list school(s):

Mail

For mail, to whom would you like the transcript sent?

Name of Institution, Agency or Person:

Street Address or Post Office Box:

City:

State:

Zip Code:

Please send with my transcript (check all that apply):

Secondary School Report/Counselor's Report Form (must attach paper copy to this request form)

Letter of Recommendation

Other (please specify):

Consent for Release of Information

- Your signature verifies that you are the person identified herein & have a right to make this request.
- Payment of transcript fee, if necessary, is due to the school treasurer.

Office Initials:

Student's Signature

Parent's/Guardian's Signature (if student is under 18 years of age)

Print Form