

# High School Transcript Request Form

*(Student must submit directly to your high school)*

It is the responsibility of the applicant to request official transcripts from the last high school(s) attended. This form is provided for your convenience.

Official high school transcripts are required for:

- Applicants under the age of 18
- Specific programs of study such as Nursing, Dental Assisting, Occupational Therapy, Physical Therapy and Radiography

**NOTE:** Students applying for financial aid must submit a high school transcript that includes a graduation date.

Choose one of the following options for submitting your high school transcript to Rowan-Cabarrus.

1. If you did not request your high school transcript at the time of completing the CFNC Application for Admission, you may log in to your CFNC account and choose to have your high school transcript sent directly to Rowan-Cabarrus at no cost, and our office will receive almost immediately.
2. Use this form to submit directly to your high school for mailing to the Records Office at Rowan-Cabarrus Community at the address indicated below.
3. Contact your high school and follow their procedures for requesting your transcript be sent to the Rowan-Cabarrus address indicated below.

**PLEASE PRINT ALL INFORMATION**

Student Name: \_\_\_\_\_ Student DOB: \_\_\_\_\_

Student Current Address: \_\_\_\_\_  
 \_\_\_\_\_

I am applying for: (check one)  Fall Semester  Spring Semester  Summer Term

High School attended: \_\_\_\_\_

High School address: \_\_\_\_\_

Name while attending high school: \_\_\_\_\_

Date of attendance: \_\_\_\_\_

I hereby authorize the following high school to send an official transcript directly to Rowan-Cabarrus Community College.

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

**Records Office**, Division of Student Success, Rowan-Cabarrus Community College  
 P.O. Box 1595, Salisbury, N.C. 28145-1595

