



SWAINSBORO • 346 Kite Road • Swainsboro, Georgia 30401 • Phone (478) 289-2200 • Fax: (478) 289-2263
VIDALIA • 3001 East First Street • Vidalia, Georgia 30474 • Phone (912) 538-3100 • Fax (912) 538-3156

Southeastern Technical College is an Equal Opportunity Institution

TRANSCRIPT REQUEST FORM

Name of High School or College Attended: _____

FOR: Student's Name at Time of Enrollment: _____

Social Security Number: _____

Date of Birth: _____

Phone Number: _____

FORWARD AN OFFICIAL * COPY OF MY:

_____ High School Transcript OR _____ College Transcript

_____ Swainsboro Campus OR _____ Vidalia Campus

(* For a copy to be official, it must have a seal, stamp, or authorized signature. If brought by the applicant in person, documents must be in an unopened envelope, officially sealed by the issuing school or agency.)

Dates Attended: _____ to _____ Graduated? Yes _____ No _____

If GED recipient, date of GED Test _____

Current Full Name: _____

AUTHORIZATION FOR RELEASE OF SCHOOL RECORDS

I do hereby consent to the release of any information pertaining to my scholastic records and/or activities which

(Name of Institution) _____ may provide to Southeastern Technical College.

I accept responsibility for any charges for transcripts. Please bill me at:

Mailing Address: _____

Student Signature: _____ Date: _____