



TRANSCRIPT REQUEST FORM

Please mail this request form directly to the registrar of each college you have previously attended. If you have not attended other colleges, please send this form to the high school from which you graduated. Retain a copy of this request and your check or money order as proof of your transcript request(s).

Official transcripts must be mailed directly from the high school or college. High school transcripts can also be faxed from the high school to 205.391.3910.

Registrar: Please forward an official copy of my transcript to the following address:

Shelton State Community College
Attn: Enrollment Services
Box 190
9500 Old Greensboro Road
Tuscaloosa, AL 35405

Name: _____

Address: _____
Street City State Zip

Name under which enrolled (if different from above): _____

Student Number: _____ Dates of attendance and/or graduation: _____

Signature: _____ Date: _____

It is the responsibility of the student to determine and pay any transcript fees required by a previous high school or college.