

PLEASE NOTE:

- Adult High School transcripts are free of charge.
- Transcripts must remain sealed to be official.
- Requests for multiple copies are sealed separately and housed in one envelope; the outer envelope can be opened.

**Complete and
return form:**

In Person: Bishopric Lifelong Learning Center (BLLC)
 Mail: Trina Jones, PO Box 38, Wentworth NC 27375-0038
 E-mail: jonest6822@rockinghamcc.edu
 Fax: (336) 634-3023
Questions? Call (336) 342-4261, ext. 2146

Name: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Day Phone: _____
 Any Other Name(s) _____

Date: _____
 ID# or last 4 of SSN _____
 Date of Birth _____
 I am currently enrolled.
 I am **not** currently enrolled.
 Year **Last** Enrolled at RCC: _____

CHOOSE ONE:

- COMPLETE REQUEST NOW
 HOLD REQUEST UNTIL CURRENT COURSE GRADES ARE POSTED

CHOOSE MAILING OR PICK UP OPTION AND INDICATE QUANTITY:

- MAIL _____ COPIES OF MY TRANSCRIPT TO:

Individual/Organization: _____
 Department: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____

- MAIL ME _____ COPIES OF MY TRANSCRIPT

- I WILL PICK UP _____ COPIES OF MY TRANSCRIPT (**Photo ID is required for pick up.**)

- I GIVE PERMISSION FOR THE FOLLOWING INDIVIDUAL TO PICK UP A TRANSCRIPT ON MY BEHALF:

Individual's Full Name _____

Photo ID is required for pick up. No transcript(s) are released to other individuals without this information and the student's signature below.

STUDENT SIGNATURE _____ **DATE** _____

Unless sent from an official Rockingham Community College email account, this form must have a handwritten signature.

OFFICE USE ONLY: Processed by _____ Date _____