

Transcript Request Form
Mail or Hand-Deliver to:
Stanly Community College - Eagle's 1 Stop
141 College Drive,
Albemarle, NC 28001

Name (Print): _____

Maiden/Former Name (Print): _____

Social Security Number: _____ Daytime Phone: _____

Current Address: _____
Street

City State Zip

Specify:

<input type="checkbox"/> Curriculum (Credit Classes)	<input type="checkbox"/> Adult High School (Before 2023)
<input type="checkbox"/> Continuing Education (Non-Credit)	<input type="checkbox"/> Adult High School (After 2023)
<input type="checkbox"/> Placement Test Scores	<input type="checkbox"/> TEAS Scores

GED and HiSET requests must be made directly to Diploma Sender (diplomasender.com)

Approximate Dates of Attendance: _____ Last Term Enrolled: ☐ Fall
☐ Spring
☐ Summer

Select Delivery Option(s) Below:

☐ I will pick up _____ copy(ies) of my transcript(s) on: _____
Date

☐ Please send _____ copy(ies) of my transcript to each of the following:

_____ Name	_____ Name
_____ Address	_____ Address
_____ City State Zip	_____ City State Zip

----- Student Signature Required Below -----

If you owe any tuition or fees to
SCC, please pay these before
requesting transcripts. Request for
transcripts will be processed
within 72 hours.

Form Revised February 2025

Student Signature (Required)

Date Requested

SCC Staff Initials

Date Processed