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: ☐ Adult High School (Before 2023 ☐ Adult High School (After 2023)

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

Approximate Dates of Attendance: _____

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 fines to SCC, please pay these before requesting transcripts. Request for transcripts will be processed within business 72 hours.

Student Signature (Required) Date Requested

SCC Staff Initials Date Processed

Form Revised October 2026