



REQUEST FOR STUDENT RECORDS

"A Unit of the Technical College System"

INSTRUCTIONS: Use this form to request copies of your academic transcripts, both high school and college, if applicable. **Please complete this form and mail it to the school(s) you previously attended.**

Name: _____

ADDRESS: _____

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

NAME UNDER WHICH YOU ATTENDED: _____
(Please include maiden name)

DATE YOU LAST ATTENDED THE INSTITUTION: _____

I HEREBY AUTHORIZE _____
(Name of High School, College, or Technical College)

- () TO SEND MY OFFICIAL ACADEMIC TRANSCRIPT & PLACEMENT TEST SCORES
(SAT, ACT, ASSET, COMPASS)
- () TO SEND MY OFFICIAL GED SCORES

TO: LANIER TECHNICAL COLLEGE
OFFICE OF ADMISSIONS
2990 LANDRUM EDUCATION DRIVE
OAKWOOD, GA 30566

SIGNATURE REQUIRED: _____ **DATE:** _____

***IF YOU ARE A CURRENT HIGH SCHOOL SENIOR, WE WILL NEED A COPY OF YOUR FINAL TRANSCRIPT TO VERIFY THAT YOU ARE A HIGH SCHOOL GRADUATE.

*** IF YOU ARE REQUESTING GED SCORES AND HAVE TAKEN THE GED AT A TECHNICAL SCHOOL IN GEORGIA, SEND THIS REQUEST FORM AND A \$5.00 MONEY ORDER TO:

GA DEPARTMENT OF TECHNICAL AND ADULT ED
GED TESTING SERVICE
1800 CENTURY PLACE, SUITE 300B
ATLANTA, GA 30345-4304

*** SCHOOL OFFICIAL: PLEASE INDICATE THE TYPE OF DIPLOMA OR CERTIFICATE AND ATTACH THIS FORM TO THE TRANSCRIPT BEFORE MAILING.