



Standard Request for Test Score Reports

Print clearly or type.

NGTC Use Only

☐ Paid (Amount):

\$ _____

Student Information – Complete All Fields

(print clearly or type)

Name: _____ Former Last Name (if any): _____

Student ID # or last 4 digits of Social Security #: _____ Date of Birth: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Email Address: _____

Order Information

Number of Test Score Reports Requested (\$10 per copy): _____ Total payment enclosed: _____

Delivery Options (choose one)

1. ☐ Mail to address indicated below:

Site/Person

Address

City State Zip

2. ☐ Deliver to receptionist/I will pick up:

photo ID is required

Indicate campus:

☐ Clarkesville (Clegg Building)

☐ Blairsville

☐ Currahee

(NGTC will call when the report is ready)

3. ☐ Fax to the following:

Name: _____

Fax #: _____

4. ☐ Email to the following address: _____

Student Signature: _____ Date: _____

(Required by Federal Law)

Mail form and payment to:

North Georgia Technical College
Office of the Registrar
PO Box 65
Clarkesville, GA 30523

- Make checks or money orders payable to NGTC.
- Cash is accepted but mailing cash is not recommended.
- Sealed envelopes containing forms and payment may be submitted to receptionists on any NGTC campus.
- Standard requests for test score reports are processed within 5 business days.

As set forth in its student catalog, North Georgia Technical College complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to manage inquiries regarding the non-discrimination policies: Dr. Vinson Burdette, VP of Student Affairs, Title IX Coordinator, Clegg Center 211, (706) 754-7711, vinson.burdette@northgatech.edu and Kay Carroll, Special Populations and Retention Coordinator (Section 504), Clegg Center 214, (706) 754-7828, kay.carroll@northgatech.edu at 1500 HWY 197 N, Clarkesville, GA 30523.

This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

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