



# Standard Request for Test Score Reports

## 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: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Order Information

Number of Test Score Reports Requested (\$7.50 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 pickup

*Photo ID is required*

Indicate Campus:

Clarkesville (Clegg Building)

Blairsville

Currahee

*(NGTC will call when 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.

NGTC Use Only  Paid (amount): \_\_\_\_\_

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This institution is an equal opportunity provider and employer. If, as an employee, you wish you file a Civil Rights complaint, please call GSA's Office of Civil Rights at 202-500-0767 or 800-662-6376 or send an email to [civilrights@gsa.gov](mailto:civilrights@gsa.gov). 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](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, Center for Civil Rights Enforcement, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

4/13/2022