



Same-day Request for Transcripts / Test Score Reports

Print clearly or type.

Student Information

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 - Choose One

Same-day Request for Transcripts

(Attended NGTC - Test scores are included on transcripts)

\$25.00 per copy

Number of transcripts requested: _____

Total payment enclosed: _____

Same-day Request for Test Score Reports

(Tested at NGTC, didn't attend - Test scores ONLY)

\$25.00 per copy

Number of test score reports requested: _____

Total payment enclosed: _____

Student Signature (Required by Federal Law)

Date

- Same-day requests for transcripts or test score reports require in person delivery of completed forms and payment to the Registrar's Office (Clegg building on the Clarkesville Campus) between 7:30am and 5:00pm, Monday through Thursday.
- Printed transcripts or test score reports will be available within one hour from the Clarkesville receptionist in the Clegg building lobby.
- Photo ID is required for pickup of transcripts or test score reports.
- Make checks or money orders payable to NGTC.
- Exact change in cash is accepted.

NGTC Use Only Paid (amount) _____

As set forth in the student catalog, North Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender identification, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). For complaints or information, contact Dr. Vinson Burdette, VP of Student Affairs (706-754-7711, Title VI, IX, II), or Kay Morgan, special services contact (706-754-7828, Sec. 504/Title I/ADA) at 1500 HWY 197 N, Clarkesville, GA 30523.

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. 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, 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.
4/13/2022