



P.O. Box 1595 Salisbury, NC 28145-1595

Email: studentrecords@rccc.edu

Transcript Request Form

Corporate and Continuing Education

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), current and former students needing copies of their Continuing Education transcript must make a request via this Transcript Request Form. The requests can be mailed, faxed, presented in person, or scanned and emailed to the address above. The request must bear the original signature in pen and ink by the student, cursive fonts will not be accepted. Phone requests are not acceptable.

Student Name:

Last: _____ First: _____ MI: _____

Maiden or Other Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Telephone: _____

Please specify area for which you want transcript printed:

- Law Enforcement In-Service Training
- Fire/EMS
- General Continuing Education
- Other: *please specify types of classes* _____

Please specify the type of transcript requested:

- Student Copy
- Official Copy

Mail Transcript To: We must have complete and accurate address (es)

I hereby authorize Rowan-Cabarrus Community College to release my transcript as requested.

Signature of student: _____ Date: _____

Please allow 3-5 business days for your transcript request to be processed.