



## Student Request for Transfer of High School or College Grades

In order to complete your admissions to Central Piedmont community College, you must request an OFFICIAL TRANSCRIPT of your grades from all previous schools attended (high school and college). Please complete the following information and mail this form to your High School Counselor or College Registrar:

Student's Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I graduated from or attended: \_\_\_\_\_ Graduation date: Month : \_\_\_\_ Year \_\_\_\_ Copies Needed: \_\_\_\_\_ Amount Enclosed: \$ \_\_\_\_\_

I certify the release of this record. Student Signature: \_\_\_\_\_

Please mail my official grade transcript to:

Director of Admissions  
Central Piedmont Community College  
PO Box 35009  
Charlotte, NC 28235-5009

**Reminder:** Contact your high school or former college/university to determine their transcript fee.  
Then, mail or present this form and transcript fee to any college(s) you have attended.