



RECORDS OFFICE

REQUEST FOR TRANSCRIPT OF ACADEMIC RECORD

Office of Admissions and Records
Volunteer State Community College
Nashville Pike
Gallatin, TN 37066

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, SECTION 438 (4) B PERSONAL INFORMATION SHALL ONLY BE TRANSFERRED TO A THIRD PART ON THE CONDITION THAT SUCH PARTY WILL NOT PERMIT ANY OTHER PARTY TO HAVE ACCESS TO SUCH INFORMATION WITHOUT THE WRITTEN CONSENT OF THE STUDENT.

Social Security Identification Number:

Grid for Social Security Identification Number

This office does not issue or reproduce transcripts from other institutions. Request for transcripts or work taken at other institutions must be directed to the institution concerned.

PRINT full name and address

Lines for printing full name and address

Number of transcripts needed

- I will take transcript.
Send transcript now.
Hold until current semester grades are posted.
Hold until degree is posted.
Hold for grade change.

Signature: Date:

Course # and Title Sem. Yr.

Print former name(s) if different than current name:

Line for printing former name(s)

Please allow 2 working days during the semester and 5 working days at the beginning and end of each semester for transcript service.

Mail Transcript to: (PLEASE PRINT)

Lines for mailing transcript to

VSCC 9050.2

For Office Use Only: Transcript has been sent as requested. Transcript enclosed. Administrative hold: (Transcript will not be sent until hold is cleared.) Date mailed By TEC

WHITE: mailing label or receipt
YELLOW: notification of mailing or bill for amount due
PINK: file copy

Fax 615.230.3645

Address: VSCC
ATTN: Records
1480 Nashville Pike
Gallatin, TN 37066

If you have any questions please call the Records Office at # 615.230.3680.