

## TRANSCRIPT ORDER FORM

**Mail Transcript To:** Dr. Martha W. Coursey, Dean  
 Adult Literacy Services  
 DeKalb Technical College  
 5745 Buford Highway, NE, SUITE 200  
 Doraville, GA 30340-1206

<b>TO</b>	<b>OFFICE</b>	<b>OFFICE OF REGISTRAR/STUDENT RECORDS</b>
	<b>SCHOOL</b>	
	<b>ADDRESS</b>	
	<b>CITY, STATE, ZIP</b>	

<b>FROM</b>	<b>NAME</b>	
	<b>ADDRESS</b>	
	<b>APT. NUMBER</b>	
	<b>CITY, STATE, ZIP</b>	

<b>PERSONAL DATA</b>	<b>THE PERSONAL DATA LISTED BELOW IS TO ASSIST IN IDENTIFYING MY CORRECT RECORDS</b>	
	<b>NAME WHILE ATTENDING YOUR INSTITUTION</b>	
	<b>SOCIAL SECURITY NUMBER</b>	
	<b>STUDENT I. D. NUMBER</b>	
	<b>DATE OF BIRTH</b>	

<b>AUTHORIZATION</b>	<b>THIS NOTICE IS TO REQUEST THAT ONE OFFICIAL TRANSCRIPT OF MY GRADES BE MAILED TO THE ADDRESS LISTED ABOVE. A CHECK IS ENCLOSED TO COVER THE COST OF PROVIDING THE REQUESTED TRANSCRIPT.</b>	
	_____ <b>SIGNATURE</b>	_____ <b>DATE</b>

**Important:** The transcript may be mailed to you to include in your packet, but to be considered "official" the envelope must contain the institution's letter head and an embossed seal of the school should appear on the transcript itself. The envelope must be intact and remain sealed.