

Snead State Community College Transcript Request Form

P.O. Box 734 · Boaz, AL 35957 · (256) 593-5120 · studentservices@snead.edu

Attention Student: Send this form to your previous college(s) and/or high school to request that your official transcript(s) be sent directly to Snead State Community College. Students must request official transcripts from all previous colleges attended. If you have attended an accredited college, it is not necessary to request your high school or GED transcript.

Notes: You must sign this form. Many schools charge a fee for releasing transcripts. Please contact your high school or college before mailing this request form to determine if a fee needs to accompany this form.

TO: Records Office

(Name of High School or College)

(Address)

(City)

(State)

(Zip)

Please send my *official transcript* to Snead State Community College. Official transcripts may be mailed or sent electronically via EScripts. Transcripts may not be faxed or emailed.

Mail Transcript To:
Snead State Community College
Office of Admissions
P.O. Box 734
Boaz, AL 35957

NAME _____ SSN _____

NAME USED WHEN ATTENDING INSTITUTION _____

BIRTH DATE _____ GRADUATION DATE _____

DATES ATTENDED _____

CURRENT ADDRESS _____

STUDENT SIGNATURE _____ DATE _____