



# Transcript Request Form

For On-Demand Pick-Up or Pre-1986 Transcripts Only

## Ordering and Fee Information

- **This form is for on-demand pick-up or pre-1986 transcripts only.** All other transcripts must be ordered and paid for online at [abtech.edu/transcripts](http://abtech.edu/transcripts).
- **On-demand transcripts** (for immediate pick-up) cost \$10 and must be paid for online at [abtech.edu/transcripts](http://abtech.edu/transcripts) or in the Roberson Building at 93 Victoria Rd. A photo ID is required for all transcript pick-ups.
- **Pre-1986 transcripts** may be mailed or picked up in 1-2 business days for \$7.50. Payment can be paid for online or by sending a check or cash to: Records and Registration, 340 Victoria Rd, Asheville, NC 28801.
- Transcripts will not be released for a student who owes money to the College.
- Transcripts may not be picked up by anyone other than the requesting student without signed permission. To give permission for an alternate person to pick up a transcript, a copy of the student's photo ID must be included with a signed transcript request. The alternate pick-up person will also be required to show photo ID.

## Student Information

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
(First) (Middle) (Last)

Other Names Used (if any): \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Student ID (if known): \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_ Current Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

## Select Transcript Type

- Hard Copy On-Demand Transcript for immediate pick-up (\$10 each). How many? \_\_\_\_\_
- Hard Copy Pre-1986 Transcript for \$7.50 each (mailed or picked up in 1-2 business days). How many? \_\_\_\_\_

## Mailing Information (for Pre-1986 Transcripts Only)

Mail \_\_\_\_\_ copies to:

Mail \_\_\_\_\_ copies to:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Student Signature

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Required for Transcript Release)

Office-Use Only			
PERC/STAC	_____	INITIAL	_____
DATE	_____	TIME	_____