



▪ Adult High School ▪
TRANSCRIPT REQUEST FORM

- 1. Complete and sign the form below.
2. Enclose a check or money order made payable to Cape Fear Community College. Each transcript costs \$5.
▪ Students entering other CFCC programs do NOT have to pay the \$5 fee and the official transcript will be delivered to the CFCC Admissions Office by AHS staff. In this case, mail in this form without payment and note CFCC below.
3. Mail this form and the full payment to:

Cape Fear Community College
Adult High School
411 North Front Street
Wilmington, NC 28401

Current Name: (Last) (First) (Middle)

Former/maiden name (name while attending):

Date of Birth: CFCC ID# (if known):

Last 4 digits of SSN: Date Last Attended:

Phone number: Preferred contact method

Email: Preferred contact method

Mail my transcript to the address below.

For multiple transcript requests please list additional addresses on the back of this sheet.

If you would like your transcript faxed or emailed, please write the fax number or email in the space.

IMPORTANT: faxed or emailed transcripts are NOT official and may not be accepted by the recipient.

Four horizontal lines for providing additional addresses or contact information.

X Signature: Date:

Notes: Official transcripts will be sent with a raised seal on the document and will be in a sealed envelope. Once the envelope is opened, the transcript is no longer considered official. Only the intended party should open the envelope. Neither Cape Fear Community College nor the Adult High School program is responsible for transcripts opened by anyone other than the intended party. A new transcript request and payment must be received for additional transcripts. Transcript requests may be denied due to account holds; in this case the requestor will be notified and the fee will be returned. Allow up to 10 business days for processing. Do not use this form to request transcripts from other CFCC departments or programs. For GED® or HiSET documentation, visit diplomasender.com. For AHS transcript questions, please call (910) 362-7182.