

YORK TECHNICAL COLLEGE
Academic Records Office

452 South Anderson Road
Rock Hill SC 29732
Enrollment Services (803) 327-8008

Transcript/Grade Report Request Form

Requesting: Transcript Grade Report (After Current Term Only)

✓ Please Read Carefully

✓ Please Print Clearly

- Allow 2 - 3 business days processing time upon receipt in the Academic Records Office – **No Exceptions.**
- York Technical College does not accept faxed requests.
- Transcripts may be ordered online for a fee of \$2.75: www.parchment.com (Allow 2 – 3 business days processing time)
- A transcript/grade mailer will not be issued for individuals whose financial obligations to York Technical College are not satisfied.
- To avoid processing delays, please ensure that all information is provided.

Name: _____

(Please print clearly)

Social Security or College ID#: _____

Other name(s) used while enrolled: _____

Dates of Attendance: _____ Date of Birth: _____

Telephone: (____) _____

Send By (check one): Mail FAX Number (____) _____

Attn: _____

Send Transcript: Now **HOLD** for this term's grades **AFTER** degree posted

Personal Pickup: **REQUIRES** 2 - 3 business days processing time – **No Exceptions.**

Photo ID Required

Request 1 - send to:

Attention: _____

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Request 2 – send to:

Attention: _____

Name: _____

Street _____

City: _____ State: _____ Zip: _____

Signature (Required): _____ Date: _____

(I certify that I am the above individual requesting my transcript.)

Office Use Only

Copies

Date and Initial

Date and Initial

RQSS