



Transcript Request Form

GNTC will transmit an official college transcript electronically to an institution participating in the eSCRIP-SAFE® network or employer for faster, more accurate delivery within 3-5 business days after receipt of request. This service is only available for a student whose entire academic record is from 1993 to present. A transcript is official when it is sent from GNTC directly to the institution through eSCRIP-SAFE® or mail.

Name _____
Last First Middle Maiden/Other

Student ID or SSN _____ Date of Birth _____

Email _____

Current students must use their GNTC email.

Confirmation of official transcript delivery will be sent to this address if sent electronically.

Respond to the following to ensure prompt and accurate delivery of official transcript.

Check one of the following:

- Send transcript now
- Send transcript with current semester grades (10 days after semester ends)
- Send transcript with award posted (6-8 weeks after graduation)

GNTC does not email transcripts to students.

Students may obtain an unofficial transcript through Banner Web at www.gntc.edu.

Send transcript to _____

Address _____

Signature _____ Date _____

To comply with the provisions of the Family Educational Rights and Privacy Act of 1974, a college or university must obtain signed authorization before it can release student information.

Registrar's Office Floyd County One Maurice Culberson Dr. Rome, GA 30161 706-295-6963 Fax 706-295-6944	Registrar's Office Gordon County 1151 Highway 53; Spur SW Calhoun, GA 30701 706-624-1100 Fax 706-624-1120	Registrar's Office Polk County 466 Brock Road Rockmart, GA 30153 770-684-5696 Fax 770-684-8710	Registrar's Office Walker County P.O. Box 569 Rock Spring, GA 30739 706-764-3510 Fax 706-764-3707	Registrar's Office Whitfield Murray County 2300 Maddox Chapel Rd. Dalton, GA 30721 706-272-2966 Fax 706-272-2900
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