



REQUEST FOR STUDENT RECORDS FROM A PREVIOUS INSTITUTION

INSTRUCTIONS: Use this form to request copies of your academic transcripts, both high school and college, if applicable. Please complete this form and mail it to the school(s) you previously attended. (Lanier Technical College does not accept faxed copies as official transcripts)

Lanier Technical College is now accepting electronic transcripts from:

- GAfutures.org (Georgia High School Graduates only)
ESCRIP-Safe
Parchment
Credentials Transcript Network

Contact your school to see if they are processing electronic transcripts through an approved online transcript service. We cannot accept faxed or emailed copies as official

Name:

Your name as it appears on the transcript:

Date you last attended:

Address:

Social Security Number: DATE OF BIRTH:

I hereby authorize: (Name of High School, University, College, or Technical College)

- To SEND MY OFFICIAL ACADEMIC TRANSCRIPT ELECTRONICALLY TO: bholt@laniertech.edu
To SEND MY OFFICIAL ACADEMIC TRANSCRIPT & PLACEMENT TEST SCORES (ACCUPLACER, ASSET, COMPASS)
To SEND MY OFFICIAL GED SCORES \*\*\*

TO: LANIER TECHNICAL COLLEGE
OFFICE OF ADMISSIONS
2535 LANIER TECH DRIVE
GAINESVILLE, GA 30507

\*\*\* IF YOU ARE REQUESTING GED SCORES AND HAVE TAKEN THE GED AT A TECHNICAL SCHOOL IN GEORGIA, YOU WILL NEED TO SUBMIT A DIFFERENT FORM AND THE OFFICIAL (SCORE - TRANSCRIPT)

SIGNATURE REQUIRED: DATE:

\*\*\*IF YOU ARE A CURRENT HIGH SCHOOL SENIOR, WE WILL NEED A COPY OF YOUR FINAL TRANSCRIPT TO VERIFY THAT YOU ARE A HIGH SCHOOL GRADUATE.

\*\*\* SCHOOL OFFICIAL: PLEASE INDICATE THE TYPE OF DIPLOMA OR CERTIFICATE AND ATTACH THIS FORM TO THE TRANSCRIPT BEFORE MAILING.

Lanier Technical College does not discriminate on the basis of race, color, national origin, sex, age, or disability. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Nancy Beaver, Title IX Coordinator, Lanier Technical College, 2535 Lanier Tech Drive, Gainesville, GA, 770-533-7001 or nbeaver@laniertech.edu or Allison Haynes, Section 504 Coordinator, Lanier Technical College, 2535 Lanier Tech Drive, Gainesville, GA 30507, 770-533-7003, or ahaynes@laniertech.edu. If you need this document in an accessible format, contact ahaynes@laniertech.edu or (770) 533- 7003.