

TRANSCRIPT REQUEST

Vandalia Christian Schools

Greensboro, NC 27406

There is a 48-hour processing period for transcript requests. At the beginning or end of a semester, please allow one week. For transcripts to be mailed overseas, please allow three weeks. Any special request for handling may incur a processing fee.

Please print all information:

Name \_\_\_\_\_

Last

First

Middle/Maiden

Date of Birth \_\_\_\_\_ Email: \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ In what year were you last enrolled at VCS? \_\_\_\_\_

Check all applicable items:

Official Transcript (**addressed to an institution, employer or agency**) \* see below

Unofficial Transcript (personal copy)

What is your current home address?

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**\*Name and address of recipient of transcript (institution, employer or agency):**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

While it is VCS's policy to provide free transcripts, we reserve the right to charge for large quantities or for unusually frequent requests. For personal use, one free copy of an unofficial transcript can be provided. Additional copies may be photocopied as needed.

\_\_\_\_\_  
Student or Parent Signature

\_\_\_\_\_  
Date

Mail requests for transcripts to the Records Office, Vandalia Christian Schools, 3919 Pleasant Garden Rd., Greensboro, NC 27406, or email a PDF of this form to [rhonda.mcdowell@vcsvikings.net](mailto:rhonda.mcdowell@vcsvikings.net), or fax to (336) 379-8671.