



# Roxboro Community School

"We place children first."™

115 Lake Drive, Roxboro, NC 27573

(336) 597-0020  
fax: (336) 597-3152

[www.roxborocommunityschool.org](http://www.roxborocommunityschool.org)

## OFFICIAL TRANSCRIPT REQUEST

All transcript requests must be made **two weeks** in advance of need. Official school transcripts will be mailed directly to the college or university from RCS.

**There is a \$2.00 processing/postage fee for each request**

Students must fill out request form entirely.

Student Full Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date Transcript Is Needed: \_\_\_\_\_

Name of College/University: \_\_\_\_\_

**Complete** College/University Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Roxboro Community School has my permission to send SAT, ACT, AP or other test data along with my transcript.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Transcript requests and payment may be turned into the front office, Mrs. Kimbrough, Mr. Bettendorf or Mrs. Finnigan.