



Roxboro Community School

"We place children first."™

115 Lake Drive, Roxboro, NC 27573

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

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 or Mr. Bettendorf