

NORTH CENTRAL TEXAS COLLEGE

1525 West California • Gainesville, TX 76240-4699 • 940-668-4222 • FAX: 940-665-7075

Please note: Transcripts are not issued until all accounts with the college are paid. Copies of transcripts from other institutions will not be furnished. Transcripts will not be faxed. Requests made to be mailed to a home or business address must contain the student's handwritten signature and a **PHOTOCOPY of some form of picture identification**, authorizing release of academic information.

PLEASE PRINT CLEARLY:

STUDENT'S SOCIAL: _____ TODAY'S DATE: _____
_____/_____/_____

FULL NAME: _____
 LAST FIRST MIDDLE

STREET ADDRESS: _____

CITY _____ STATE _____ ZIP _____

EMAIL _____ PHONE: _____

- HOLD FOR FALL GRADES
- HOLD FOR SPRING GRADES
- HOLD FOR SUMMER GRADES
- HOLD FOR MINI-SEMESTER GRADES

(PLEASE SPECIFY COURSE NUMBER & SEMESTER)

- HOLD FOR GRADE CHANGE _____
- HOLD FOR I REMOVAL _____
- HOLD FOR DEGREE POSTING

College Name: _____

Mail Transcript To: _____

COMPLETE ALL AREAS BELOW TO ENSURE PROPER IDENTIFICATION

Date of Birth: _____

Currently Enrolled at NCTC:
YES NO

Sem./Yr. First Enrolled at NCTC _____

Sem./Yr. Last Enrolled at NCTC _____

Other Names You May Have Used:

Number of Copies _____

Signature: _____

OFFICE USE ONLY:

RECEIVED BY: _____

RECORDS ON HOLD WITH:

- REGISTRAR'S OFFICE
- BUSINESS OFFICE
- LIBRARY
- BOOKSTORE