

# HIGH SCHOOL TRANSCRIPT REQUEST FORM

(COMPLETE AND MAIL THIS FORM TO YOUR HIGH SCHOOL GUIDANCE OFFICE)

I request that \_\_\_\_\_ High School send an official transcript of my high school grades to:

**Mountain Empire Community College  
Enrollment Services  
3441 Mountain Empire Road  
Big Stone Gap, VA 24219**

Name: \_\_\_\_\_  
(Please Print) Last First Middle Former

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature of parent/legal guardian if student is under 18 years or age

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date of Request

**TO GUIDANCE COUNSELOR:** This form should be attached to the transcript and returned to the College. The student upon his/her request may view any information placed in the student's College Admission File. A final transcript for seniors applying for admission will be requested after graduation.

# COLLEGE TRANSCRIPT REQUEST FORM

(PLEASE SUBMIT THIS FORM TO THE REGISTRAR'S OFFICE OF ALL COLLEGES YOU HAVE ATTENDED).

If you have taken courses at colleges other than MECC, you must request that an up-to-date, official transcript of those courses be sent to MECC. Check with the college about transcript fee requirements.

PLEASE SEND MY COLLEGE TRANSCRIPT TO:

**Mountain Empire Community College  
Enrollment Services  
3441 Mountain Empire Road  
Big Stone Gap, VA 24219**

Name: \_\_\_\_\_  
(Please Print) Last First Middle Former

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

Dates of Attendance: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date of Request

**NOTE TO COLLEGE:** Please submit this form with transcript or include student's Social Security Number.

Listed below are the transcript fees charged by local high schools. Please refer to this chart and enclose the correct payment when you mail your request to the high school. **DO NOT MAIL TRANSCRIPT FEES TO MECC.**

Appalachia High School • 205 Lee Street • Appalachia VA 24216	No Charge
J. I. Burton High School • 109 11 <sup>th</sup> Street • Norton VA 24273	No Charge
Clintwood High School • P. O. Box 577 • Clintwood VA 24228	No Charge
Coeburn High School • P. O. Box 2036 • Coeburn VA 24230	No Charge
Ervinton High School • Route 1 Box 76 • Nora VA 24272	No Charge
Gate City High School • 127 Beech Street • Gate City VA 24251	\$1.00
J. J. Kelly High School • P. O. Box 796 • Wise VA 24293	No Charge
Lee County Graduates Prior to 1989	
Lee County School Board Office • 5 Park Street • Jonesville VA 24263	\$2.00 Mailed/\$3.00 Faxed
Lee High School • Route 2 Box 740 • Jonesville VA 24263	\$2.00
Pound High School • 11531 Wildcat Drive • Pound VA 24279	No Charge
Powell Valley High School • One Avenue of Champions • Big Stone Gap VA 24219	\$2.00
Rye Cove High School • Route 4 Box 154 • Clinchport VA 24244	\$1.00
St. Paul High School • P. O. Box 976 • St. Paul VA 24283	\$1.00
Thomas Walker High School • P. O. Box 39 • Ewing VA 24248	After two years \$3.00
Twin Springs High School • Route 1 Box 114 • Nickelsville VA 24271	No Charge

Listed below are the transcript fees charged by local colleges. Please refer to this chart and enclose the correct payment when you mail your request to the College. **DO NOT MAIL TRANSCRIPT FEES TO MECC.**

**NOTE:** Each written request should include your full name, social security number, dates of attendance, and any degrees earned. Please allow at least one week for processing.

Emory and Henry College • Registrar's Office • P. O. Box 947 • Emory VA 24327	No Charge
ETSU • Registrar's Office • Box 70561 • Johnson City TN 37614-0561	No Charge
Lincoln Memorial University • Records Office • Harrogate TN 37752	\$4.00
Northeast State • Admissions Office • P. O. Box 246 • Blountville TN 37617-0246	\$1.00 after 1 <sup>st</sup> five
Radford University • Registrar's Office • Box 6904 • Radford VA 24142	No Charge
SECC • Registrar's Office • 700 College Road • Cumberland KY 40823	\$2.00 Mailed/\$5.00 on Demand
SVCC • Admissions Office • P. O. Box SVCC • Richlands VA 24641	No Charge
UVA's College at Wise (CVC) • Registrar's Office • College Avenue • Wise VA 24293	\$3.00 Regular/\$8.00 Faxed
VHCC • Admissions Office • P. O. Box 828 • Abingdon VA 24210	No Charge
Virginia Intermont • Registrar's Office • 1013 Moore Street • Bristol VA 24201	\$5.00
VPI & SU • Registrar's Office • 248 Burruss Hall • Blacksburg VA 24061-0134	No Charge
WSCC • Records Dept. • 500 South Davy Crockett Parkway • Morristown TN 37813	No Charge