Nashville State Community College

Member of TENNESSEE'S COMMUNITY COLLEGES

Records Office
120 White Bridge Road
Nashville, TN 37209
615-353-3218

Transcript Request Form

Please complete all information and fax form to **615-353-3302**, or mail form **to the address above**, or email to **records@nscc.edu**, or hand-deliver the form to the Records Office in the Student Services Building, **Suite 207**.

All Transcript Request Forms that are sent via Fax, EMAIL, or Mail must be accompanied with a PHOTOCOPY of your I.D. (Driver License or Student I.D. preferred)

Student ID (**"A" Number**): _____

Student Name: _____
Last First M.I.

Address: _____ City: _____ State: ____ Zip: _____

Contact Number: _____-_____-_____ E-mail: _____

Did you attend **NSCC** before1989? Yes ☐ No ☐

Please check all that apply:

Send Now: _____ Send after Grades are Posted: _____ Send after Degree has been Posted: _____

Number of Transcripts Requested: _____ Transcript Type: ☐ Official ☐ Unofficial

If hand-delivering, please list the name and address(es) that will appear on the transcript(s).

Mail Transcript(s) to the following address(es) or College(s).

1._____
_____
_____
_____

2._____
_____
_____
_____

3._____
_____
_____

*****If sending by Fax, Email, or Mail*****
Place Photocopy of I.D. here

Student Signature: _____ Date: _____/_____/_____

************************FOR RECORDS OFFICE USE ONLY*************************

Processed By: _____ Date: _____/_____/_____

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