**Corporate & Continuing Education**

**Registration/Records**

**PO Box 35236; Fayetteville, NC 28303  
Phone: (910) 678-8386 Fax: (910) 678-8464**

**Request for Corporate & Continuing Education Transcripts**

| **Name:** |  | | | |
| --- | --- | --- | --- | --- |
|  | **(Full name/include alias or maiden name while attending FTCC)** | | | |
| **Social Security #:** | | **-****-** | **DOB:** |  |
| **Home Phone:** | | **(     )     -** | **Work Phone:** | **(     )     -** |

| **Send to:** |  |
| --- | --- |
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**What year (s) did you attend FTCC: From:** **To:**

**Requesting: (Check all that apply)**

|  | Adult High School Transcript: Year Graduated |
| --- | --- |
|  | Continuing Education Transcript |
|  | Certificate (Name of Class) |
|  | Copy of Diploma ($45.00 charge for backdated diploma. For mail in requests, payment by money order only.) |

| Student Signature: |  | Date: |  |
| --- | --- | --- | --- |

**COMPLETE THIS FORM AND FAX OR MAIL TO:**

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| **FTCC-Corporate & Continuing Education - Registration/Records** |
| **P.O. Box 35236** |
| **Fayetteville, NC 28303** |
| **Phone: (910) 678-8386 Fax: (910) 678-8464** |

**FTCC does not charge for copies of Corporate & Continuing Education Transcripts**