



# Office of the Registrar

Ben Hill-Irwin Campus, 667 Perry House Road, Fitzgerald, GA 31750, 229.468.2000, fax 229-468-2110  
Coffee Campus, 706 West Baker Highway, Douglas, GA 31533, 912.389.4300  
Cook County Workforce Development Center  
1676 North Elm Street, Sparks, GA 31647, 229.549.7368  
Valdosta Campus, 4089 Val Tech Road, Valdosta, GA 31602, 229.333.2100, fax-229-259-2095

**Transcript: \_\_\_\_\_ or Enrollment Verification: \_\_\_\_\_**

*The first copy is free of charge. Additional copies are \$5.00 each.  
Please allow three (3) business days for processing.*

**Current Name:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Last Name                      First Name                      MI                      Social Security Number

**Name on Record:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Last Name                      First Name                      MI                      Birth Date

**Current Address:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Street/PO                      City                      State                      ZIP                      Telephone

**Student Status:**

Current Student       Former Student

**Dates of Attendance: Began Studies:** \_\_\_\_\_ **Ended Studies:** \_\_\_\_\_

**Distribution of Request:** I will pick up this request on \_\_\_\_\_ (date)

**Please mail official copy of my request to:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student Signature:** \_\_\_\_\_/\_\_\_\_\_

**(required)**

**Date**

**Return completed form to address above:**

Registrar's Office  
Wiregrass Georgia Technical College

For office use only

Fee Amount \_\_\_\_\_  
Date Paid \_\_\_\_\_

For office use only

\_\_\_\_ Faxed      Date \_\_\_\_\_  
\_\_\_\_ Mail      Released by: \_\_\_\_\_  
\_\_\_\_ Picked up

Wiregrass Georgia Technical College does not discriminate on the basis of race, color, national origin, gender or disability. Any violation or questions should be directed to the Vice President for Administrative Services, Title IX Coordinator, Building 500, Office 535, 4089 Val Tech Rd, Valdosta, GA 31602, or call (229) 333-2103; or the Human Resources Director, 667 Perry House Road, Fitzgerald, GA 31750 or call (229) 468-2027. Telephone numbers are accessible to persons who are deaf or hard of hearing through the [Georgia Relay](#) by dialing 711 or 1-800-255-0056 from a TTY/TDD.