



Tech Prep Transcription Request Form

Complete the following steps to have your high school Tech Prep courses evaluated and transcribed to your Grays Harbor College transcript (Tech Prep courses must have a grade of “B” or better to be eligible for transfer):

- **Apply for Admissions:** <http://www.ghc.edu/admissions> Once your application is processed a GHC Student ID Number (SID) will be emailed to the email account listed on your application for admission
- **Submit official high school transcript:** (transcript must be in a sealed envelope from the high school) along with this form to Admissions Office
- **Access your Chokermail email account:** All further communication will only be sent to your Chokermail email account
- Once your Tech Prep courses have been evaluated and transcribed, an email will be sent to your Chokermail email account
- Please allow a minimum of two weeks for processing

All incoming transcripts become property of GHC and will not be re-released.

Name: _____

High School: _____

List ALL courses to be evaluated:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

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Student Signature

Date

By typing my name in the signature box, I attest that I am the student, and this is an official request on my behalf.

Daytime Phone: