



# ENROLLMENT SERVICES TECH PREP TRANSCRIPTION REQUEST

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## INSTRUCTIONS

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

1. Apply for admissions: [greenriver.edu/student-affairs/apply-now.htm](http://greenriver.edu/student-affairs/apply-now.htm). Once your application is processed a Green River College Student ID number (SID) will be emailed to the email account listed on your application for admission
2. Submit official high school transcript: (transcript must be in a sealed envelope from the high school) along with this form to Enrollment Services.
3. Access your Green River student email account: <http://grcc.greenriver.edu/student-email>  
All further communication will only be sent to your Green River student email account.
4. Once your Tech Prep courses have been evaluated and transcribed, an email will be sent to your student email account.

**All incoming transcripts become property of Green River College and will not be re-released.**

## STUDENT INFORMATION

Name: \_\_\_\_\_  
Last First M.I.

SID: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

High school: \_\_\_\_\_

List ALL courses to be evaluated:

1: \_\_\_\_\_ 6: \_\_\_\_\_

2: \_\_\_\_\_ 7: \_\_\_\_\_

3: \_\_\_\_\_ 8: \_\_\_\_\_

4: \_\_\_\_\_ 9: \_\_\_\_\_

5: \_\_\_\_\_ 10: \_\_\_\_\_

## STUDENT SIGNATURE

Signature: \_\_\_\_\_ Date: \_\_\_\_\_