

# MCHS Transcript Request

Date \_\_\_\_\_

High School \_\_\_\_\_

Transcript must include final grades for the last term of attendance.  
Gateway and TCAP Writing Assessment (if applicable), should be included.

College \_\_\_\_\_

Credits earned from dual enrollment

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## Registrar/Principal/Counselor:

*Please send an official transcript, complete with Gateway & Writing scores (if applicable) to:*

Middle College High School at Chattanooga State  
Center for Advanced Technology, Room CF73  
4501 Amnicola Highway  
Chattanooga, TN 37406  
Fax: 423-697-2676

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Date of Last Attendance \_\_\_\_\_

Student's Signature \_\_\_\_\_

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*Note: If my transcript can not be located, or if a fee is required, please contact me at the address below. Thank you.*

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

*E-mail: [regina.kivelipoor@chattanoogastate.edu](mailto:regina.kivelipoor@chattanoogastate.edu)  
MCHS Office: 423-697-4492*