

DANVILLE REGIONAL MEDICAL CENTER  
 SCHOOL OF HEALTH PROFESSIONS NURSING PROGRAM  
 142 S. Main Street, Danville, Virginia 24541  
 Phone: (434) 799- 3803 or 434 799-4446 Fax: (434) 799-4563  
 TRANSCRIPT REQUEST

**Allow 7-10 days for request to be processed**

Student Name: \_\_\_\_\_ Last Date Attended: \_\_\_\_\_

Class of: \_\_\_\_\_ SSN# \_\_\_\_\_

Former Name: \_\_\_\_\_ (if applicable) Date of Birth: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

**Fee: \$15.00 for each unofficial transcript      \$20.00 for each official transcript**  
**Amount Due to complete request \$ \_\_\_\_\_**

Total number of copies requested: \_\_\_\_\_ # of Official copies (sealed copy) \_\_\_\_\_ # of Unofficial copies \_\_\_\_\_

Pick up

Fax

\_\_\_\_\_  
 Name of Business and Contact person      Fax number

Mail to

\_\_\_\_\_  
 Name of Business and Contact person

\_\_\_\_\_  
 Address      City      State      Zip

**Checks payable to: DRMC School of Health Professions**

**Charge Card request by phone:**

I approve DRMC School of Health Professions to charge my account in the amount of \$ \_\_\_\_\_

MasterCard

Visa

Discover

American Express

\_\_\_\_\_  
 Card number

\_\_\_\_\_  
 Expiration date

\_\_\_\_\_  
 V-code (3 digit No.)

**NOTE: Failure by the student to pay proper financial obligations may result in the withholding of official transcripts.** In accordance with the Family Educational Rights and Privacy Act of 1974, the attached record is being released with the consent of the student. This authorization does not permit you to transmit this information to other individuals, agencies or organizations other than yourself and in order to do so; you must secure the written consent of the student.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**For school use:**

Picked up     Faxed     Mailed    Date \_\_\_\_/\_\_\_\_/\_\_\_\_    Total Fee paid: \_\_\_\_\_

Request completed by: \_\_\_\_\_  
 (07/93 ss, Reviewed 12/02 ag, Updated 08/05 ch, revised 7/06 lp, revised 11/07dp, revised 12/08 dp, revised 2/09;07/13; 5/14; 5/16,02/2025jh)