



Office of the Registrar

# CTE Dual Credit Transcription Request

[OTR@greenriver.edu](mailto:OTR@greenriver.edu) (253) 288-3383 | 12401 SE 320th St., Auburn, WA 98092

Submit in person or online at [greenriver.edu/upload](http://greenriver.edu/upload)

## INSTRUCTIONS

Complete the following steps to have your high school CTE Dual Credit courses evaluated and transcribed to your Green River College transcript. (CTE Dual Credit courses must have a grade of "C" or better to be eligible for transcription; Aviation courses require a "B" or better):

1. Apply for admission at [www.greenriver.edu/apply](http://www.greenriver.edu/apply). Once your application is processed by Green River College, a Student ID number will be emailed to the email account listed on your application for admission.
2. Submit an official high school transcript: (transcript must be in a sealed envelope from the high school) along with this form to the Office of the Registrar. You may upload this form to the Office of the Registrar through [www.greenriver.edu/upload](http://www.greenriver.edu/upload).
3. Once your CTE Dual Credit courses have been evaluated and transcribed, you will be notified via email. All incoming transcripts become property of Green River College and will not be released.

## STUDENT INFORMATION

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

Student ID \_\_\_\_\_ Daytime phone: \_\_\_\_\_

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

List ALL courses to be evaluated:

- |          |           |
|----------|-----------|
| 1: _____ | 6: _____  |
| 2: _____ | 7: _____  |
| 3: _____ | 8: _____  |
| 4: _____ | 9: _____  |
| 5: _____ | 10: _____ |

## STUDENT SIGNATURE:

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

This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at 253-931-6460; TTY 253-288-3359; or by email at [dss@greenriver.edu](mailto:dss@greenriver.edu).

Green River College is an equal opportunity educator and employer. Learn more at [www.greenriver.edu/accessibility](http://www.greenriver.edu/accessibility)