



Career & Technical Education (CTE) Dual Credit Request Form

How to Request for your CTE Dual Credit:

- The minimum grade required to earn CTE Dual Credit is a **“C” or better**.
- Email request **form and official high school transcript** to postdualcredit@pc3connect.org
- You will receive an email confirmation once your class(es) have been transcribed.

Once transcribed, you may view your unofficial transcript or request an official transcript online at my.batestech.edu. Click on Quick Links. You will need to contact Students Records Clerk to request your student ID number and pin code.

There is no fee to get your CTE dual credit classes transcribed at Bates Technical College; however, there is a variable fee (\$3 and \$20) to request for an official transcript at parchment.com.

Additional Information on CTE Dual Credit: <http://www.pc3connect.org/dualcredit/questions.html>

Full Name:	_____	_____	_____
	Last	First	MI
Mailing Address:	_____		_____
	Street or P.O. Box		Apt./Unit #
	_____	_____	_____
	City	State	Zip
Preferred Phone:	_____	Alternate Phone:	_____
Date of Birth:	_____	Social Security #:	_____
Email Address:	_____		
Home High School:	_____	Home School District:	_____
Last Name on High School Transcript:	_____		
By signing, I authorize Bates Technical College to transcribe all CTE Dual Credit classes that I am eligible for.			
Student Signature:	_____	Date:	_____