



Outreach and
HS Programs

CTE Dual Credit Class Transcription Request

Students in CTE Dual Credit classes can earn college credit by requesting to have their class(es) and college credit(s) transcribed on their official Everett Community College (EvCC) transcript. CTE Dual Credit classes must have a grade of “C” or higher to be eligible for transcription.

Complete the following steps before you submit the transcription request form. You can review these steps and important deadlines at www.EverettCC.edu/CTEDualCredit.

1. Apply for admissions to EvCC. If you already have an EvCC student account and ctLink ID number, move on to step 2.
2. Register for your CTE Dual Credit class(es) in SERS.

After completing the steps above, email the CTE Dual Credit Class Transcription Request form to cte@everettcc.edu by the deadline.

CLASS INFORMATION

Indicate below the CTE Dual Credit Classes you request to be transcribed to your EvCC transcript. Only classes that you registered for in SERS will be eligible for transcription. Only classes with a grade of “C” or better will be eligible for transcription.

Academic Year (ex. 2022-2023):

Class Name (ex. MS Office / CL 103 Word):

Class Name:

Class Name:

Class Name:

STUDENT INFORMATION

First Name:

Last Name:

ctLink student ID (SID):

SERS/TechPrep ID:

High School/Tech Skills Center:

High School Grade:

Student Email:

Student Signature: _____

Date:

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