



REQUEST FOR PCC TRANSCRIPT

Mail form to Piedmont Community College, Records, PO Box 1197, Roxboro, NC 27573, fax the form to: (336)598-9283, or scan/take a picture of the form and email to records@piedmontcc.edu. See Payment and Fee Information below regarding making your payment.

Name Last First Middle Maiden

Address Street City St Zip Phone number with area code

PCC ID Number: OR Last 4 of SS Number: Date of Birth:

Email Address: Please print clearly

Payment and Fee Information: \$7.90 each payable in advance. Proof of payment is required. Please mail a check with the request form or call 336-599-1181 and ask for the Business Office to pay with a credit or debit card. A confirmation number is required when paying with a credit or debit card.

Confirmation number from Business Office:

Number of copies:

Type of transcript:

- Adult Basic Skills (ABS/GED/HSE) Official Unofficial (no charge)
Official transcript (sent to college, employer, etc.)
Student transcript (1 informal copy on white paper -no charge) also available on WebAdvisor
Piedmont Community College Personnel Office
Pick-Up Today
Hold for final grades and/or graduation to be posted
Someone else to pick up transcript. If so, who? (The person must have a photo ID to pick up your transcript.) Print pickup person's name here:

Mail to: 1st NAME and Address 2nd NAME and Address

Additional names can be written on the back or enclose a separate sheet

Form lines for mail recipient names and addresses

Full Legal Signature Date

Office Use Only Below This Line

Amount Paid Initials Processed by