



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: _____

Payment and Fee Information: \$10.00 each payable in advance. Proof of payment is required. Please mail a check with the request form. If paying by Debit or Credit card, please click to process your request online: <https://piedmontcc.edu/student-life/request-a-transcript/>

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

_____	_____
_____	_____
_____	_____

Full Legal Signature _____ Date _____

_____ Office Use Only Below This Line _____

Amount Paid _____ Initials _____ Processed by _____