



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 transcript (sent to college, employer, etc.)
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

Three horizontal lines for providing names and addresses.

Full Legal Signature Date

Office Use Only Below This Line

Amount Paid Initials Processed by