



PIEDMONT COMMUNITY COLLEGE

Request for Transcript

No transcript of a student's record will be issued until all financial obligations to the College have been satisfied.

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 sue.greiner@piedmontcc.edu. Be sure to include payment information—see below.

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

Transcript fee: \$5.00 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. Confirmation number is required when paying with a credit or debit card.

Confirmation number:

Number of copies:

Type of transcript:

- 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 the 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

Blank lines for additional names

Full Legal Signature Date

Office Use Only Below This Line

Amount Paid Initials Processed by