



# PCC Transcript Fax Request

Name: \_\_\_\_\_ ID #: \_\_\_\_\_  

Last
First
MI

Address: \_\_\_\_\_  

Number / Street
City
State
Zip

Former Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  

Last
First
MI

Dates of Attendance: \_\_\_\_\_ Number of Copies Requested: \_\_\_\_\_  

From
To

A fee of \$2.00 plus 75¢ per page including the cover sheet will be charged.

Pay the cashier first and attach the receipt to this form. You may call the Business office to pay by credit card at (719) 549-3212.

Please Note: Your PCC grade point average includes only those courses taken at PCC.

**When should the transcript be sent?**

- £ Send within 3 - 5 working days
- £ Hold until grades are posted for:  
 Semester: \_\_\_\_\_  
 Session: \_\_\_\_\_  
**Note:** Delays of up to three weeks may occur
- £ Hold until graduation is posted for:  
 Semester: \_\_\_\_\_
- £ Hold for a grade change to:  
 Course: \_\_\_\_\_  
 Semester: \_\_\_\_\_

**Mail To:**

Destination FAX Number: (\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

College or Company Name: \_\_\_\_\_

Attention Of: \_\_\_\_\_

Department: \_\_\_\_\_

I understand that PCC has no control over the security of the place where a FAXed transcript is received and that the contents of my transcript might not remain confidential.

I understand that the receiving institution may not accept a FAXed transcript as an official copy and that I am advised to also order an official copy to be mailed to the recipient of the FAXed version.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



For Official Use Only			
Amount Paid: \$ _____	Amount Due: \$ _____	Date Sent: _____	Clerk's Initials: _____