



Official Transcript Request Form

Student Information

Social Security Number (required) _____ Birthdate _____

Student Identification Number S _____

Name _____ Former Name used at PCC _____

Address _____ Dates of Attendance _____

City _____ State _____ Zip _____ Phone _____

Request

- Sealed Copy
- Hold for current semester's grade
- Hold until degree is recorded
- Hold for change of grade/incomplete:

Reason for Request

- Transfer to a 4-year institution before graduation
- Transfer to a 4-year institution after graduation
- Transfer to a 2-year institution before graduation
- Transfer to a 2-year institution after graduation
- Request from employer
- Other

Hold for Grade Change Information: Course _____ Term _____ Changed from _____ to _____

Pursuant to provisions of the Federal Family Educational Rights and Privacy Act of 1974 (Public Law 93-380), I grant permission for release of my academic record as indicated.

Signature _____ Date _____

Pick Up (Orman Campus Only – Go Zone) or
 Mail Transcript To Address below:

Name _____

Organization _____

Address _____

City _____ State _____ Zip _____

NOTES:

- **Transcripts will not be provided for students with financial and other obligations to the college.**
- Please allow 3-5 days for processing; three weeks during end of semester grading period.
- View your records online at <http://www.pueblocc.edu>
- Special Processing fees may apply.

Pick Up (Orman Campus Only – Go Zone) or
 Mail Transcript To Address below:

Name _____

Organization _____

Address _____

City _____ State _____ Zip _____

Direct Inquiries to:

Transcripts
 Admissions and Records Office
 Pueblo Community College
 900 West Orman Avenue
 Pueblo Co 81004
 Phone: 719.549.3018

Pick Up (Orman Campus Only – Go Zone) or
 Mail Transcript To Address below:

Name _____

Organization _____

Address _____

City _____ State _____ Zip _____