



1601 39th Ave. S.E.
Puyallup, WA 98374-2222
(253) 840-8400

TRANSCRIPT REQUEST FORM

(Fill out separate request for each address)

Circle last site attended:

Fort Steilacoom Puyallup Fort Lewis McChord
Other _____ Attended from _____ to _____

LAST NAME FIRST INITIAL STUDENT IDENTIFICATION NO.

ADDRESS NAME ATTENDED UNDER

CITY STATE ZIP BIRTHDATE (M/D/Y)

TELEPHONE _____ # of Unofficial Transcripts
_____ # of Official Transcripts

EMAIL ADDRESS

Please send transcripts to: (Please print)

Name _____

Address _____

CITY _____ STATE _____ ZIP _____

Please check items that apply:

- Send a.s.a.p.
- Pickup transcript
- Send after current quarter grades posted:
(circle one) Summer Fall Winter Spring
- Hold for grade change:
Course & No. _____
- Have earned/applied for degree at Pierce?
Mo/Yr Graduate(d) _____

Allow 2 to 3 working days for processing transcripts. Transcripts not released if outstanding financial obligation to the college exists.

Student's signature _____
(Will not be processed without your signature.)

Date _____

PAYMENT REQUIRED. For Official Transcripts to pickup or for Official Transcripts mailed directly to the student, there is a \$5 non-refundable fee per official transcript. The fee must be paid before the transcript is prepared. Pay at the Cashier's Office. There is no fee for transcripts send directly to other institutions or agencies.

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OFFICE USE ONLY

Date payment received: _____ Payment type: _____ By: _____ Date: _____