

PORTERVILLE COLLEGE

Transcript Request

DATE OF REQUEST _____

REQUEST FOR TRANSCRIPT - Allow at least five (5) working days for processing. Allow three to six weeks after the end of the semester and during registration periods.

NOTE: *Transcripts are sent upon written release of the student only. A request form must be completed for each transcript desired.*

Name _____
(please print) Last Name First Middle

List other names you have used at PC: _____

Student ID Number @ _____

Current Address _____

City _____ State _____ Zip Code _____

Date of Birth _____ Telephone No. _____

Please send _____ official copy(ies) of Porterville College transcript(s).

DOES THIS NEED TO BE AN OFFICIAL TRANSCRIPT? YES NO

Mail to:

(Student is responsible for complete address)

Please send, as directed above, my Porterville College transcript.

Student Signature _____

When was your first and last year of attendance at Porterville College?

First year _____ Last year _____

IF CURRENTLY ENROLLED: *(Check items as per procedure you wish followed)*

- Send transcript now.
- Send after degree is posted
- Transcript to be held until grades are posted for:
 - Fall, 2008
 - Spring 2009
 - Summer, 2009

Transcripts sent to a CSU or UC will also include the General Education Breadth

or Intersegmental General Education Transfer Curriculum certifications. Two transcripts are sent to CSU and UC.

- Please check to request pass along certification with final transcripts for your designated transfer CSU or UC institution. All official transcripts from those colleges attended need to be submitted to PC before certified. In addition pass along certifications require:
 - Completion of 24.0 credits at PC
 - No certification will be completed for foreign institutions
 - No certification will be completed for out-of-state institutions

EMERGENCY TRANSCRIPTS: \$8.00 (only as time and personnel are available)

During the three weeks of registration, emergencies will be processed only by written verification of a deadline and only as time and personnel are available. Allow at least 5 working days to process.

TRANSCRIPT CHARGES: \$4.00 per request. First two (2) requests provided free. \$4.00 for unofficial

Note: The college cannot assume responsibility for meeting your deadlines regarding applications, employment, etc. Don't delay requesting your transcript when you need them sent out.

FOR OFFICE USE:	Fee Paid _____
	No Fee Rec'd _____
Date sent _____	by _____

*Porterville College, 100 East College Avenue, Porterville, California 93257
Phone 559 791-2220 Fax (559) 791-2349*