



PULASKI TECHNICAL COLLEGE

3000 W. Scenic Drive
North Little Rock, AR 72118
(501) 812-2231
Fax: (501) 812-2316

REQUEST FOR AN OFFICIAL TRANSCRIPT

Mail transcript now _____ Number of Transcripts by mail _____
Mail End of Semester _____
Will pick up _____ Number of Transcripts to be picked up _____

Social Security Number: _____ Date: _____
Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone with area code: _____ Other Phone: _____
List dates of attendance: _____
List other names used while attending Pulaski Technical College: _____
Did You Graduate? _____ When? _____ Degree Program _____

Please note:

- Transcripts are not processed on a while-you-wait basis
- Transcripts will be processed within three business days, except during registration and grading
- Transcripts may not be released until all obligation have been paid in full
- Transcripts provided to students will be noted as "issued to students"
- It is the recipient's decision whether to accept a transcript as official
- Transcripts considered official by PTC include a raised seal mailed directly from the institution or in an unopened envelop sealed by the institution
- In accordance with federal law pertaining to the Family Privacy Act, transcripts will not be released to a third party without the student's written request

There is no charge for a transcript. Limit to 5 requests per day.

TO:

Signature: _____ Date: _____