

PULASKI TECHNICAL COLLEGE
OFFICE OF THE REGISTRAR
Phone: (501) 812-2231 Fax: (501) 812-2316

REQUEST FOR AN OFFICIAL TRANSCRIPT

- Will pick up Number of Transcripts to be picked up _____
- Will pick up at end of semester Number of Transcripts to be picked up _____
- Mail transcript Number of Transcripts by mail _____
- Mail at end of which semester _____
- Mail when degree is posted

Social Security/Student ID #: _____ Date: _____

Student's Name: _____

Student's Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Other: (____) _____

Dates of attendance: _____

List other names used while attending Pulaski Tech: _____

Did you receive a degree? _____ When? _____ Program? _____

Mail transcript to:

Signature: _____ **Date:** _____

PLEASE NOTE:

- Transcripts are not processed on a while-you-wait basis
- Transcripts will be processed within three (3) business days, except during peak times.
- Transcripts are not released until all obligations with the college have been paid in full.
- It is the recipient's decision whether to accept a transcript as official.
- Transcripts considered official by Pulaski Tech are printed on secure paper and are mailed directly from the institution 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 and signature.
- There is no charge for transcripts. Limit five (5) per day.

FOR OFFICE USE ONLY:

Received by: _____ Date completed: _____

Student has Hold: _____ Completed by: _____