WESTERN PIEDMONT COMMUNITY COLLEGE

Office of Admissions and Records, 1001 Burkemont Ave., Morganton, NC 28655
Attn: Martha Gilbert or Cathy Williams Fax Number: (828) 448-6179

Transcript Request Form

Please Print Clearly

☐ **Curriculum** (Main Campus)

☐ **Continuing Education** (Richardson Campus)

Student ID#: _____

Name: _____
First Middle/Maiden Last

Address: _____
Current PO Box or Street Address

_____
City State Zip

If your name has changed since your record was established, please print **original** name:

_____

Date of Birth: _____

Year Last Attended WPCC: _____

Indicate if your last enrollment was before 1983 _____

Note: Allow at least 3 days during the semester and 1 week at the end of the semester for transcripts to be sent. **If someone other than the person requesting transcript is to pick it up, written authorization will be required.**

Select from the following: Specify number of copies (Use Comments Section for any details)

☐ **Unofficial** Transcript copy (Personal use only)

☐ **Official Transcript copy(s)** _____
- ☐ College / University
- ☐ Employer / Potential Employer
- ☐ Military
- ☐ Scholarship
- ☐ WIA/TAA

Total Number of Transcripts _____

☐ Placement Test Scores (Official)

☐ Current Semester Schedule (Official)

☐ Other (Please Specify) _____

☐ Insurance Letter (Specify Semester) _____

* * * * * * * *

☐ **Pick up transcript**

☐ **Mail transcript now**

☐ **Pick up after posting current semester grades**

☐ **Mail after posting current semester grades**

Note: You are allowed **3 free transcripts per academic year**, after that; there will be a $3.00 charge for each additional transcript.

Contact Telephone #: _____

List all names and addresses below. If you need additional space, please use the back of the form.

Mail Transcript To:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Comments:_____

_____

_____

We must have your **signature and date** for your transcript to be processed:

Signature: _____

Date: _____

Amount Received: _____

Transcript Mailed: _____