



9401 Farwest Drive S.W.
Lakewood, WA 98498-1999
(253) 964-6617

TRANSCRIPT REQUEST FORM

(Fill out separate request for each address)

_____/_____/_____
LAST NAME FIRST INITIAL STUDENT IDENTIFICATION NO.

CURRENT ADDRESS NAME ATTENDED UNDER

CITY STATE ZIP BIRTHDATE (M/D/Y)

TELEPHONE NUMBER E-MAIL ADDRESS

Please send transcripts to: (Please print)

CITY _____ STATE _____ ZIP _____

This form will be placed in a window envelope. The correct and legible address is the student's responsibility.

Circle last site attended:

Fort Steilacoom Puyallup Military Program
Other _____ Attended from _____ to _____

_____ # of Unofficial Transcripts

_____ # of Official Transcripts

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 two to three working days for processing transcripts. Transcripts are not released if outstanding financial obligation to the college exists.

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

Date _____

Processed by _____ Date _____

How do I get my free Pierce College (Washington State) transcript?

Unofficial Pierce College transcripts can be obtained online or in person from the Student Kiosks located at Puyallup, Ft. Steilacoom, Ft. Lewis and McChord campuses. You can also submit a request for unofficial transcripts via mail or fax.

OFFICIAL or unofficial transcripts prepared by Pierce College require your SIGNED written request. For your convenience, you can either download our transcript request form Or create your own request by using the format listed here:

Full name at the time you attended along with your current name
Student identification number and/or social security number
Your date of birth
Approximate dates you attended
Type of Transcript – Official or Unofficial (# of transcripts)
Complete name & address of where the transcript is to be mailed
Your daytime telephone number
Your signature is required

Where do I send my request?

You may bring your request to the registration office at any campus or send it by mail or fax. Please allow two weeks for processing and mailing time. There are no fees for these services; however, transcripts are released only if all financial obligations to Pierce College have been met.

Pierce College
Records Department
9401 Farwest Dr SW
Lakewood, WA 98498-1999

Records Department (253) 964-6617
Fax number (253) 964-6427
Information Line (253) 964-6787
transpts@pierce.ctc.edu

Records Office hours: Monday - Friday, 8:00 a.m. - 5 p.m.

Transcripts From Other Schools

Pierce College does not release or certify copies of transcripts from other institutions. Students desiring transcripts of work completed elsewhere must order transcripts directly from the institution where the work was completed.