



1601 39th Ave. S.E.  
Puyallup, WA 98374-2222  
(253) 840-8400

## TRANSCRIPT REQUEST FORM

(Fill out separate request for each address)

### Circle last site attended:

Fort Steilacoom   Puyallup   Fort Lewis   McChord  
Other \_\_\_\_\_ Attended from \_\_\_\_\_ to \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ INITIAL \_\_\_\_\_ STUDENT IDENTIFICATION NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_ NAME ATTENDED UNDER \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ BIRTHDATE (M/D/Y) \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_  
# of Unofficial Transcripts \_\_\_\_\_  
# of Official Transcripts \_\_\_\_\_

**Please send transcripts to: (Please print)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

### 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 2 to 3 working days for processing transcripts. Transcripts not released if outstanding financial obligation to the college exists.*

**Student's signature** \_\_\_\_\_  
(Will not be processed without your signature.)

**Date** \_\_\_\_\_

**PAYMENT REQUIRED. For Official Transcripts to pickup or for Official Transcripts mailed directly to the student,** there is a \$5 non-refundable fee per official transcript. The fee must be paid before the transcript is prepared. Pay at the Cashier's Office. There is no fee for transcripts send directly to other institutions or agencies.

### OFFICE USE ONLY

Date payment received: \_\_\_\_\_ Payment type: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_