



TRANSCRIPT REQUEST FORM

(Students, for questions regarding the status of previously submitted requests, or for assistance with this request, please contact Jeannie Perutelli at jperutelli@pvcc.edu or by phone at 434.961.6543. You may fax this request to 434.961.5311, email it to Jeannie, or mail it to PVCC Transcripts, 501 College Drive, Charlottesville, VA 22902.)

PLEASE PRINT LEGIBLY

DATE: _____

STUDENT ID NUMBER or SSN (Required): _____

NAME: _____

TELEPHONE: _____

STUDENT SIGNATURE: _____

Please check this box if you are currently a dual-enrolled student

NOTES

We do not send transcripts electronically, by email, or by fax.

You may view/request transcripts online only if you are currently enrolled or attended PVCC within the past ten years. After ten years, you must use this form to request transcripts.

UNOFFICIAL TRANSCRIPTS MAY BE VIEWED ONLINE:

Go to www.pvcc.edu. On home page, select *MyPVCC*, enter username and password, then select VCCS SIS: Student Information System. Select Academic Records, then select View Unofficial Transcript.

OFFICIAL TRANSCRIPTS MAY ALSO BE REQUESTED ONLINE:

Go to www.pvcc.edu. On home page, select *MyPVCC*, enter username and password, then select VCCS SIS: Student Information System. Select Request Official Transcript.

We do not charge a fee for transcripts. Requests to call when ready may not be honored due to the volume of requests received.

Please complete the following information:

I am requesting _____ official transcripts. (Please insert number of copies being requested - Maximum of 5 copies per request)

_____ Send now

_____ Send after grades are posted for the _____ term.
(Insert proper term)

_____ I will pick up

_____ I designate _____ to pick up.
(Name of person picking up transcript - Must provide official ID)

MAIL TRANSCRIPT(S) TO:

Please provide a complete mailing address.
We do not email transcripts.

NAME: _____

ADDRESS: _____
