

PONTOTOC TECHNOLOGY CENTER

Office of Academic Records
601 W 33rd
Ada, OK 74820

Phone (580) 310-2200
FAX (580) 310-2286

TRANSCRIPT REQUEST

PLEASE CHECK ONE: () Official Transcript () Unofficial Transcript

OFFICIAL TRANSCRIPTS: Those bearing the school seal—must be sent directly to the school, agency, etc. specified by the student.

UNOFFICIAL TRANSCRIPTS: Those which do not bear the school seal—may be given to the student.

LAST	FIRST	MI	MAIDEN/PREVIOUS NAME
HOME ADDRESS	CITY	STATE	ZIP CODE
HOME PHONE WITH AREA CODE	SOCIAL SECURITY NUMBER		

PLEASE CHECK ALL THAT APPLY

ATTENDANCE:

Presently Attending PTC Yes No

Career Major _____

Date of Graduation from PTC _____

OR

Approximate Dates of Attendance _____

SPECIAL INSTRUCTIONS:

Hold for recording of current grades

Mail Transcript

To be picked up

REGULATIONS GOVERNING TRANSCRIPTS

1. Requests will be honored as quickly as possible in the order of application. Requests must be submitted in writing before the transcript is needed.
2. Transcripts may be ordered by **FAX**.
3. Pontotoc Technology Center reserves the right to refuse a student copies of his/her transcript if there is a financial indebtedness to the school.

STUDENT'S SIGNATURE (required)

DATE

SEND TRANSCRIPT TO THE FOLLOWING ADDRESS

(PLEASE PRINT CLEARLY)

_____	Attention
_____	Department
_____	School or Business
_____	Number & Street
_____	City, State, Zip Code

For Office Use Only		
Date Received _____	Initials _____	Date Mailed _____