Pine Technical College
900 Fourth Street SE
Pine City MN 55063

OFFICIAL TRANSCRIPT REQUEST

- Transcripts are **$5.00 per copy, and $8.00 for Rush delivery per copy.**
- Write check or money order payable to Pine Technical College. *DO NOT MAIL CASH.*
- You may pay by credit card at the Business Office. *CREDIT CARDS NOT ACCEPTED BY PHONE.*
- A separate request form is required for each different mailing address. Any missing information will delay processing.
- Your handwritten signature is required to release/mail your student record.
- **Transcripts will not be issued without a signature**.
- Transcripts will not be issued if you have any financial obligations to Pine Technical College.

PLEASE PRINT CLEARLY

Student Name (last, first, middle)	Former Name	
Street Address		Social Security Number
City State Zip Code	Telephone Number (day)	Telephone Number (night)

Please fill in all information requested below:

1. Approximate dates of enrollment were: _____/_____ to _____/_____.
2. I was enrolled in:
   Diploma/Degree Program Title_____
   Courses Only_____
3. Are you currently enrolled at Pine Technical College? ☐ Yes ☐ No
4. I give Pine Technical College permission to release my transcript(s) to the name and address indicated below:

_____
Student Signature Date

Mailing Label for which you want the transcript sent. Please Print Clearly.
Include the name and complete mailing address. Providing a correct address is your responsibility.

Name_____

Attention_____

Street_____

City_____State_____Zip_____

FOR OFFICE USE ONLY Number of copies_____ Date Sent_____ Sent by_____ Hold_____
5/28/08