



Request for Transcript

- **PLEASE PRINT NEATLY USING BLUE OR BLACK INK**
- No fee is required for processing.
- A separate request is required for each address or institution to which a transcript is issued.
- All outstanding financial obligations to the College or student record holds **MUST** be cleared before a transcript can be issued.
- Every attempt is made to mail transcripts properly. The College can assume no responsibility for final delivery.
- Mail this form to Georgia Perimeter College, District Admissions and Records, P.O. Box 89000, Atlanta, Georgia 30356 or FAX to 678-891-3280.

STUDENT INFORMATION:

GPC-ID (or Social Security Number if not known) _____

Name _____
Last First Middle

Maiden or Former Name(s) _____ Date of Birth (MM/DD/YY) ____ / ____ / ____

Address _____

City _____ State _____ Zip _____

Phone Number (8 am - 5 pm EST) (_____) _____

Email Address _____

ATTENDANCE INFORMATION:

Approximate Dates of Attendance _____ to _____

ADDRESS TO WHICH TRANSCRIPT WILL BE SENT:

Name/Institution _____

Department _____

Address _____

City _____ State _____ Zip _____

DELIVERY INSTRUCTIONS:

Number of Copies _____ Choose one: Mail now Hold for current term grades
 Hold for degree

STUDENT AUTHORIZATION:

To protect your right to privacy, transcripts may be released only with the student's written consent. You must sign and date this form in order for this request to be processed.

Signature _____ Date _____