

Request for Official Transcript

Paris Junior College

Print this page and mail to:

Student Records
2400 Clarksville St
Paris TX 75460

Print this page and email to:

studentrecords@parisjc.edu

STUDENT ID OR SOCIAL: _____

Name of Student (while attending PJC) _____

Any other names: _____

Phone number: _____ Dates of Attendance: _____

Number of copies needed _____ Number in sealed envelopes _____

Mail to:

Name of University/ College: _____

Attention: _____

Address: _____

Business Name/Self _____

Address: _____

Signature (required to send transcript to home or business address): *Transcript mailed to home will be stamped issued to student.*

Signature: _____

***To change a name please attach copy of official government document: marriage license, divorce degree, driver's license, social security card, passport, or court order.**

Hold on record - if so what is the hold? _____

Date Ordered: _____ By: _____

Date Mailed or Given to Student: _____

Comments: _____