

## Request for Official Transcript Paris Junior College

Please note: Transcripts are not issued until all holds are removed. Copies of transcripts from other institutions cannot be furnished.

Print this page and *mail* to:

**OR**

Print this page and *fax* to: (903) 782-0309

Records Office  
2400 Clarksville St.  
Paris, TX 75460

Name of student (while attending PJC) \_\_\_\_\_

Any other names: \_\_\_\_\_

Student ID or SSN: \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

No. of copies needed \_\_\_\_\_ Dates of attendance: \_\_\_\_\_

**Mail to** (signature not required to mail directly to another college/university):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature** (required to send transcript to a home or business address): *Transcript will be stamped "Issued to Student"*

Signature \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you would like Paris Junior College to update your records with your current address and/or name, please provide the information below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_