



LPN OFFICIAL TRANSCRIPT RELEASE/REQUEST FORM

Print and use this form when making a request for your PCTC-LPN transcript. Forms that are not fully completed or do not have payment attached will be delayed in processing. **

Full Name (at time of enrollment)- _____ DOB: _____

Current Mailing Address: _____

Email Address: _____ (confirmation may be sent via email)

Dates of Attendance: Beginning _____ Ending _____
month/year month/year

Phone number: _____ Alternate number: _____

Type of transcript you are requesting:

- _____ Official transcript to be mailed by PCTC to another college, employer, etc. (list address below)
- _____ Official transcript in a sealed envelope to be sent to you at the above address
- _____ Unofficial transcript for your own use

List the **complete name and address** your transcripts are being mailed to:

Fully complete this request form; attach the \$5 fee (cash, check or money order payable to PCTC); and mail to Putnam Career & Technical Center, ATTN: Amber Midkiff, P. O. Box 640, Eleanor, WV 25070.

Special Instructions: _____

***STUDENT SIGNATURE: (required)** _____ **DATE:** _____

**transcripts will not be issued until payment is received or if you have an outstanding financial obligation with the school.
-PCTC does not issue/reissue your high school or other college transcripts. You must contact them directly for this information.
-Credits earned at PCTC are accepted by other colleges/schools for transfer at their sole discretion.

For Office Use Only: Payment received by (staff initials): _____ Date: _____ Pymt recvd: \$ _____ Pickup: _____ Mailed: _____ Faxed: _____ Date completed: _____

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