



# TRANSCRIPT REQUEST FORM

(Students, for questions regarding the status of previously submitted requests or for assistance with this request, please contact Jeannie Perutelli at [jperutelli@pvcc.edu](mailto:jperutelli@pvcc.edu) or by phone at 434.961.6543. You may fax this request to 434.961.5425 or mail it to PVCC Transcripts, 501 College Drive, Charlottesville, VA 22902.)

## PLEASE PRINT LEGIBLY

DATE: \_\_\_\_\_

Student ID Number (Required): \_\_\_\_\_

NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

I am requesting \_\_\_\_\_ Official Transcripts. (Please insert number)

### Please check the appropriate line below:

- \_\_\_\_\_ Send now
- \_\_\_\_\_ Send after grades are posted for the current term.
- \_\_\_\_\_ I will pick up
- \_\_\_\_\_ I designate \_\_\_\_\_ to pick up  
(Must provide official ID)

### MAIL TRANSCRIPT(S) TO:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**UNOFFICIAL TRANSCRIPTS MAY BE VIEWED THROUGH OUR WEBSITE BY:**  
On home page, select *MyPVCC*, then select **VCCS SIS89: Student Information System**. Select **Academic Records**, then select **View Unofficial Transcript**.

**OFFICIAL TRANSCRIPTS MAY ALSO BE REQUESTED ONLINE BY:**  
On home page, select *MyPVCC*, then select **VCCS SIS89: Student Information System**. Select **Request Official Transcript**.

*[To access MyPVCC, you will need your user name and password. However, if you do not have this information, you can find it by clicking on **New to your college?** (under password) and following the simple steps. This link will work whether you are a new, current, or past student.]*

**The processing time for all transcript requests is 5 (five) business days.**