

Registrar Office
P. O. Box 185
Grantsboro, NC 28529
252-249-1851



AUTHORIZATION TO RELEASE TRANSCRIPT or PLACEMENT TEST

1.	All financial obligations to the College must be settled before the release of records.
2.	Cost: \$5.00 for each transcript. To make payment by credit card, send in the completed form and then call the Bookstore at (252)249-1851 ext. 3006. Payment cannot be accepted without the completed form and transcripts will not be issued without payment. There is no fee for Verifications of Enrollment or Placement Tests.
3.	Transcripts or enrollment verifications will not be released by e-mail or fax. Federal law requires all schools to obtain the student's signature to release such records. All requests must be signed.
4.	Transcript requests should be mailed, hand delivered, faxed (252-249-1622), <u>or</u> emailed to studentservices@pamlicocc.edu . Please allow 48 hours for processing.
5.	Use a separate form for each mailing address.
6.	<input type="checkbox"/> Transcript <input type="checkbox"/> Placement Test

Last Name:	First Name:	Middle/Maiden:	Student ID #:
P. O. Box/Street Number:	City:	State:	Zip Code:
Current Telephone Number:	Date of Birth:	Email Address:	Date of Last Attendance:

By signing this form I waive to Pamlico Community College my right of written consent for the release of information contained in my student records to:

Name:	Number of Copies:
Street/P.O.Box:	<input type="checkbox"/> Curriculum
City, State, Zip Code:	<input type="checkbox"/> Continuing Education
Signature:	Date:

I fully understand that this waiver governs all information defined as student records by Pamlico Community College and the Family Education Rights and Privacy Act of 1974.

Mail Authorization to Release Form to:	FOR OFFICE USE ONLY	
Pamlico Community College Registrar Office P. O. Box 185 Grantsboro, NC 28529	Date Received:	Date Sent:
	Approved By:	Sent By:
	Amount Due:	Paid:

Pamlico Community College does not discriminate in its educational programs, activities, or employment on the basis of sex, age, disability, race, color, national origin, sexual orientation or religion.