



# High School/GED Transcript Request Form

242 Oak Spring Rd

Washington, PA 15301

Attn: Tara Wilson, Admissions Assistant

Phone: 724-222-5330x1 Fax: 724-225-3561

Please mail an official transcript to the address as listed above.

## STUDENT INFORMATION

First Name		Middle Initial		Last Name	
Address					
City		State		Zip Code	
SSN		Full Name At Time of Graduation			
Date of Birth (Month, Day, Year)					
I Received (Check One)		Diploma		GED	Date:

## SCHOOL INFORMATION

High School or GED Testing Center Name:

Address					
City		State		Zip Code	
School Phone			School Fax		

## STUDENT RESPONSIBILITIES

I understand that it's my responsibility as the student to assist Penn Commercial in obtaining my Official transcript. If my official transcript is not received within 8 weeks of the class start date, then Penn Commercial reserves the right to withdraw me from my classes and I will be responsible for any balances due as stated and outlined in the student catalog.

I authorize my High School/GED Center to release my OFFICIAL TRANSCRIPTS to Penn Commercial

Signature		Date	
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Official Use Only