Request for an Official Transcript by Mail

To request an official transcript, print the form below, fill out the information and

Mail to: Panola College

Attention: Admissions/Records 1109 West Panola Carthage, Texas 75633	
OR	
Fax to: (903) 693-2031	
OR	
Email to: admissions@panola.edu	(no fee required)
TRANSCRIPT REQUEST FORM (Please Print)	
Last Name, First Name, Middle Initial	
Street Address/PO Box	
City, State, Zip	
Social Security No. — — / / /	Day Phone Number
Last Date Attended Panola College	Previous Name(s) Enrolled Under
Number of Copies Requested	
Mail Transcript to Address Below	
Mail After Grades are Posted (check Fall Spring Summer I Summer I	·
MAIL TRANSCRIPT TO:	I GIVE PERMISSION FOR:
Name/College/University	TO REQUEST OR PICKUP MY TRANSCRIPT AT ANY TIME.
Attention/Department	
Address (Street/PO Box)	
City, State, Zip	
✓Your Signature and Date	