

How to Request a Westmoreland Transcript for Dual Enrollment Credits

1. Go to the Westmoreland County Community College website (westmoreland.edu)
2. Under the Current Students tab, click on Transcript and Attendance Forms
3. On the Transcript and Attendance Forms page, select the transcript option (official or unofficial) you need.
4. Print out the Transcript Request form you need. A form is required for each request. Complete all required information including a complete mailing address where you would like the transcript to be mailed.
5. Return the completed Transcript Request form to:
Westmoreland County Community College
ATTN: Records Office
145 Pavilion Lane
Youngwood, PA 15697
6. You may fax a complete Transcript Request Form to the Records Office at 724-925-4292.

There is no fee to request an official or unofficial transcript and a student may request as many transcripts as needed.



Transcript Request

WESTMORELAND COUNTY COMMUNITY COLLEGE

Social Security Number: - -

Last First

Maiden

Issue to Student

Mail to:

I hereby authorize the above named transfer institution to forward to Westmoreland County Community College information pertinent to my transfer to said institution; specifically, the date of my matriculation.

Signature

Date

Reason for request: Transfer (If so, where?)

For Graduate School

Employment

Other

Send Transcript: Now

End of Semester

OFFICE USE ONLY

Date Sent: