



## Greater Johnstown Career and Technology Center

### Postsecondary Transcript Request Form

To request a transcript, please complete the information below and send to [transcripts@gjctc.org](mailto:transcripts@gjctc.org) or mail to our address listed at the bottom of the page. **Before your request may be processed**, you must pay the fee of **\$3.00 per transcript**. Cash, checks, and money orders are accepted. Please make your check payable to "Greater Johnstown CTC." You may also call 814-999-6419 to pay over the phone by using a credit or debit card.

All official transcripts are mailed using first class mail as the school's seal cannot be affixed to an electronic copy. Please allow time for standard mail delivery. All unofficial transcripts are emailed; however, the \$3.00 fee still applies. Please allow **7 business days** from receipt of request for processing.

**All** information must be completed, or the transcript cannot be pulled for release.

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Number of Official Transcripts Requested: \_\_\_\_\_

Number of Unofficial Transcripts Requested: \_\_\_\_\_

Program Attended: \_\_\_\_\_ Month & Year of Graduation: \_\_\_\_\_

Current Name: \_\_\_\_\_ Last four digits of your SSN: \_\_\_\_\_

Name under which you attended the program: \_\_\_\_\_

Campus where you attended: \_\_\_\_\_ Phone #: \_\_\_\_\_

Complete Name and Address of where the Official Transcript(s) will be mailed:

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Email where the Unofficial Transcript will be emailed: \_\_\_\_\_

Signature: \_\_\_\_\_

**Return this form along with your payment to:**  
Greater Johnstown Career & Technology Center  
Attn: Transcript Request  
445 Schoolhouse Road  
Johnstown, PA 15904