



PRINCE
AVENUE CHRISTIAN SCHOOL

For Office Use Only
Date Sent

____/____

Transcript Request

By completing and submitting this form, you are authorizing Prince Avenue Christian School to release all records requested to the indicated institution.

STUDENT INFORMATION

Date of Request: _____ Year of Graduation: _____
 Name _____ Social Security No. (alumni only): _____
 E-Mail: _____ Phone: _____

Counselor packets for the student are submitted to the institution, and include a transcript of grades, unofficial SAT/ACT scores, and our school profile. Each college is unique and accepts required documents in different formats (US Mail, electronic, etc.) It is your responsibility to check with the college admissions office to see what documents they require and their preferred method of receiving them. Please attach any additional forms required.

Please select ONE method for sending transcript from below:

- | | |
|---|---|
| <input type="checkbox"/> Mail Transcript only | <input type="checkbox"/> Send Transcript electronically via: |
| <input type="checkbox"/> Mail Transcript and (check all that apply): <ul style="list-style-type: none"> <input type="checkbox"/> Counselor evaluation (attached) <input type="checkbox"/> Counselor evaluation online. I've emailed link. <input type="checkbox"/> Senior schedule <input type="checkbox"/> Teacher recommendation (attached) <input type="checkbox"/> Other: _____ | <ul style="list-style-type: none"> <input type="checkbox"/> Common App <input type="checkbox"/> Send Edu <input type="checkbox"/> College Net <input type="checkbox"/> Parchment <input type="checkbox"/> College's Private site: _____ <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Send a PDF transcript for me to upload. My email address is listed above.

<input type="checkbox"/> Pick up an UNOFFICIAL Transcript. | <input type="checkbox"/> Pick up an OFFICIAL Transcript. I understand this will be in a sealed envelope and must remain sealed to be considered official.

<input type="checkbox"/> Pick up an UNOFFICIAL Transcript. |

COLLEGE OR SCHOLARSHIP INFORMATION

(Please list only one college or scholarship request per form.)

College or Scholarship Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____

Please Note:

- SAT and ACT scores will be released. Most colleges require SAT/ACT scores to be sent directly from the testing agency. It is your responsibility to have the scores sent.
- Transcripts will not be released to students with financial holds.
- Transcripts are provided at no charge.
- Allow 3-5 business days for processing.

Signature

This form may be faxed or mailed to:

Prince Avenue Christian School
Attn: Lisa Ricketts
2201 Ruth Jackson Road, Bogart, GA 30622
Fax: 678-726-2301