



PRINCE

AVENUE CHRISTIAN SCHOOL

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: (alumni only) _____

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 form below: **TIP: If you are using Common App for all colleges, you can fill out 1 form and do NOT need to list individual college names below. If you are sending to a college in Georgia and did not use common app, please select electronically via GaFutures and DO LIST the college name below. If you are sending out of state, select the appropriate method to send with college name and address if mailing via US Mail.**

- Mail Transcript**
- Send transcript electronically via:**
 - GaFutures
 - Common App
 - College's Private site: _____
 - Other: _____
- Mail Transcript and** (check all that apply):
 - Counselor evaluation (attached)
 - Counselor evaluation online. I've emailed link.
 - Senior schedule
 - Teacher recommendation (attached)
 - Other: _____
- Pick up an OFFICIAL Transcript.** I understand this will be in a sealed envelope and must remain sealed to be considered official.
- Send a PDF transcript** for me to upload. My email address is listed above.
- Pick up an UNOFFICIAL Transcript**

COLLEGE OR SCHOLARSHIP INFORMATION

(Please list only one college or scholarship request per form, unless using Common App.)

College or Scholarship Name: _____
Mailing Address (if mailing via US Mail): _____
City: _____ State: _____ Zip: _____

****SIGNATURE (REQUIRED)****

Please Note:

- Most colleges require SAT/ACT scores 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.

This form may be emailed to lrocketts@princeave.org or mailed to: Prince Avenue Christian School
Attn: Lisa Ricketts
2201 Ruth Jackson Road, Bogart, GA 30622

-----For Office Use Only-----

- Date Sent _____/initials _____
- Confirmation email sent to student
- Documented in FACTS/Advising