

**Park High School  
TRANSCRIPT REQUEST**

Student's Name \_\_\_\_\_ Class of \_\_\_\_\_ \* Today's Date \_\_\_\_\_

Indicate below **how many of EACH** type of transcript you need:

- \_\_\_\_\_ **COLLEGE APPLICATION** – Official Transcript – will be placed in a sealed envelope w/a PHS Profile.
- \_\_\_\_\_ **SCHOLARSHIP APPLICATION** – Official Transcript – will be placed in a sealed envelope.
- \_\_\_\_\_ **UNOFFICIAL TRANSCRIPT** – for student's own use.

I need my transcript(s) on \_\_\_\_\_. *(Please allow at least one day to process your request.)*

I will pick up my transcript(s).    OR     Send my transcript directly to the college/university:

Name of institution: \_\_\_\_\_

Complete mailing address: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**FINAL TRANSCRIPTS ARE NOT AUTOMATICALLY SENT TO YOUR COLLEGE AFTER GRADUATION – YOU  
MUST COMPLETE A TRANSCRIPT REQUEST AT THE END OF THE YEAR.**

\*Transcripts are available at PHS for students graduating in 2014 and beyond. Students who graduated prior to 2014, please contact the District office.

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