



# Paideia High School

3043 Huffman Road ♦ Valley, WA 99181 ♦ P: 509-937-2655 ♦ F: 509-937-2656

## HIGH SCHOOL TRANSCRIPT REQUEST

Please review fee and mailing requirements below.

### **STUDENT/REQUESTER:**

Student Name *(full, include maiden)* \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

GRADUATED *(mo/yr)* \_\_\_\_ / \_\_\_\_  WILL GRADUATE *(mo/yr)* \_\_\_\_ / \_\_\_\_  WITHDREW *(mo/yr)* \_\_\_\_ / \_\_\_\_

***I hereby authorize Paideia High School to release my/my student's transcript(s) to the entities indicated below. (Official transcripts cannot be mailed to the requester/student. Official transcripts will be mailed directly to the employer/school/college/university.)***

Requester Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
*(for students under age 18)*

### **TRANSCRIPT ORDER:**

**OFFICIAL** / NO. OF COPIES \_\_\_\_\_  **UNOFFICIAL** / NO. OF COPIES \_\_\_\_\_  NEED SEPARATELY SEALED

Name/Entity \_\_\_\_\_ Attn. \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**OFFICIAL** / NO. OF COPIES \_\_\_\_\_  **UNOFFICIAL** / NO. OF COPIES \_\_\_\_\_  NEED SEPARATELY SEALED

Name/Entity \_\_\_\_\_ Attn. \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

### **TRANSCRIPT RELEASE PROCEDURE & FEES:**

- Current Students: Unofficial transcripts will be provided at no charge upon written request of the adult student or parent/guardian and will be released directly to the adult student or parent.
- Withdrawing/Graduating students: One unofficial and one official, sealed transcript is provided at no charge within 45 days from the date of graduation or date a written records request is received. Documents may only be requested by and released to the adult student or parent. Written permission must be provided by the adult student/parent to release the document(s) to another person/entity.
- PHS Alumni and graduating students requiring additional transcripts will be charged the following processing fees: Unofficial transcripts – \$1.50 per copy; Official transcripts – \$3.00 per copy.
- Unofficial transcripts may be picked up at the PHS Office at no charge or may be mailed to the student/parent's address for \$1.50.

**TOTAL TRANSCRIPTS ORDERED:**    Official \_\_\_\_\_ X \$3.00 ea. = \$ \_\_\_\_\_

Unofficial \_\_\_\_\_ X \$1.50 ea. = \$ \_\_\_\_\_

**TOTAL AMOUNT ENCLOSED:** \$ \_\_\_\_\_

Please mail or hand deliver this Transcript Request form along with total payment to Paideia High School, 3043 Huffman Road, Valley, WA 99181. Please make out check or money order to Paideia High School. Cash payments are accepted in the PHS Office (please do not mail cash).

FOR OFFICE USE ONLY:                      Date Request Received: \_\_\_\_\_ By: \_\_\_\_\_

  Date Released/Mailed: \_\_\_\_\_