



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 will be mailed directly to the employer/school/college/university. Most institutions do not accept official copies if mailed from the requester/student. Please check institution requirements before ordering.)

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 PROCEDURES & FEES:

- Transcripts must be requested by and released only to the adult student or parent. Written permission (this form) must be provided by the adult student/parent for PHS to release the transcripts(s) to another person/entity.
- **Currently Enrolled Students:** Official and unofficial transcripts will be provided at no charge upon receipt of this completed and signed Transcript Request form and will be released directly (in-person) to the adult student or parent. If transcripts need to be mailed, the following processing fees apply: Unofficial transcripts - \$1.50 per copy; Official transcripts - \$3.00 per copy.
- **Graduating Students/Alumni:** One unofficial and one official, sealed transcript is provided at no charge and released to the adult student (in-person) within 45 days from the date of graduation. After 45 days, a Transcript Request form must be submitted to PHS and the following processing fees apply: Unofficial transcripts - \$1.50 per copy; Official transcripts - \$3.00 per copy.

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: _____