



## RECORDS REQUEST FORM

**\*\* Mail Or Submit In-Person Requests to the PCA Enrollment Office \*\***

● **For Mailings:**

1. Please Include a Self-Addressed/Stamped Envelope For Each Institution/Location Requested.
2. Official Transcripts Take Between 7-14 Business Days to Process.

● **For In-Person:**

1. A Parent's (Current Students In Grades K-12) or Graduate's Signature Is Required.
2. Requests Are Processed Within 3 Business Days Upon Receipt.

### **PLEASE PRINT CLEARLY:**

#### **Documents Requested:**

- ☐ Official Transcript (Available For 9th Grade and Up and For any 8th Graders With High School Credit)
- ☐ Copy Of Report Card(S)      Grades Needed \_\_\_\_\_
- ☐ Copy Of Achievement Test(S)      Grades Needed \_\_\_\_\_
- ☐ Copy Of Immunization Record
- ☐ Copy Of Birth Certificate
- ☐ Other: \_\_\_\_\_

#### **Reason For Request:**

- ☐ Transfer/Moving
- ☐ Health Purposes
- ☐ Government Identification
- ☐ Missions
- ☐ Considering Admittance To Another School
- ☐ Military
- ☐ Other \_\_\_\_\_

**Today's Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_      **Student DOB** \_\_\_\_ / \_\_\_\_ / \_\_\_\_      **Current Grade** \_\_\_\_

**Student Last Name** \_\_\_\_\_

**Student First Name** \_\_\_\_\_      **MI** \_\_\_\_\_

**Guardian Or Graduate Printed Name** \_\_\_\_\_

**Guardian Or Graduate Signature** \_\_\_\_\_

**How Would You Like To Receive Records?**    **Pick Up At PCA**    **Mail To Home Address**    **Mail To A School**

**If Requested By Mailed, Please Provide Mailing Address And School Name If Applicable:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*A transcript mailed to a home address or picked up in person will be marked/stamped as an "unofficial" transcript.**  
**A transcript mailed to a school is marked/stamped as official\*\***