



TRANSCRIPT REQUEST FOR PACIFIC HIGH SCHOOL

425 Indian Warpath Drive Pacific, MO 63069

Phone 636.271.1414 Ext. 2006 Guidance Office Fax 636.271.1418

Attn: Sarah Pettus, Registrar

spettus@mvr3.k12.mo.us

Reason for Transcript College Admission Employment Verification Scholarships

Type of Transcript Official Copy (Official copy is one that is sent directly to the college/institution)
 Unofficial Copy (Unofficial copy is one that is given directly to a student/parent)

Date Requested _____

Student's Name at Graduation _____ Maiden Name _____

Year of Graduation/Last Year Attended _____ Date of Birth _____

Contact Phone # _____ Email Address _____

A+ Student Yes No Alternative High School at Meramec Valley Community School /Riverbend Yes No

I hereby request that an official transcript of my permanent records be sent to the following. I understand that my transcript will include all of my grades of record, grade average, rank, test scores and other permanent record information. ACT or SAT scores will be sent with the transcript if those scores are on file at Pacific High School; however, most colleges and universities will only accept said scores directly from ACT or SAT and not a third party such as Pacific High School.

To ensure timely processing, you must provide the institutions complete mailing address.

Name of School or Business (where you want your transcripts sent)

Address

City State Zip Code

Confidentiality of student records requires written consent of the student to release transcripts. All financial obligations to the high school must be resolved before official transcripts can be released. Unofficial Transcripts are released upon the completion of the above form.

The Family Education Rights & Privacy Act of 1974, Public Law 93-380, Section 483 (FERPA) requires written consent of the student before any information, other than directory, can be released. By signing this form, I am requesting that Pacific High School furnish my transcript to the recipient(s) listed. I, the undersigned, acknowledge that I am the person listed on the transcript. Pacific High School does not assume liability for rejection of college admission, scholarships or financial aid due to lack of test scores.

Student's Signature

Date

Parent's Signature (required if student is under 18 yrs. old)

Date

**IMPORTANT: Allow for up to 7 school days for transcript processing
DO NOT WRITE BELOW THIS LINE-FOR OFFICE USE ONLY**

Date request received _____ By _____ Emailed/Mailed Faxed Given to Student Date Sent _____