

Transcript Request Form

Official transcripts may be obtained by submitting this completed form in person or by mail to the Registrar's Office. Please allow ten business days after the signed request is submitted and payment received (not including school breaks) for processing your request. The first three (3) transcripts will be sent free of charge. Additional copies cost \$5 per transcript. Please make checks payable to PSCS. Transcript requests will not be processed for a student with an outstanding financial balance or a hold on their account until the balance or hold is cleared.

- o *I'm using The Common Application. Do not list Common App schools below. For more info, see page two.*

STUDENT INFORMATION

Full Name
Email

TRANSCRIPT INFORMATION (If sending to multiple destinations, use up to three boxes below)

College Application Due Date : _____ <input type="checkbox"/> Early Decision <input type="checkbox"/> Early Action <input type="checkbox"/> Regular <input type="checkbox"/> Rolling	I have applied to -
Processing Options (optional) : <input type="checkbox"/> Wait for Fall term classes to be recorded <input type="checkbox"/> Wait for December Report From the Advisor <input type="checkbox"/> Wait for entire academic year to be recorded	Name of Institution: Attention:
Delivery Options (select one) : <input type="checkbox"/> Hold for pick up, notify me when available <input type="checkbox"/> Mail to destination at right	Mailing Address: City, State Zip: Country:
Transcript Fee : <input type="checkbox"/> I have enclosed the \$5 transcript fee	Email (if sending by email):

College Application Due Date : _____ <input type="checkbox"/> Early Decision <input type="checkbox"/> Early Action <input type="checkbox"/> Regular <input type="checkbox"/> Rolling	I have applied to -
Processing Options (optional) : <input type="checkbox"/> Wait for Fall term classes to be recorded <input type="checkbox"/> Wait for December Report From the Advisor <input type="checkbox"/> Wait for entire academic year to be recorded	Name of Institution: Attention:
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Transcript Fee : <input type="checkbox"/> I have enclosed the \$5 transcript fee	Email (if sending by email):

Signature of Student	Date
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Submit completed form to the Registrar's Office.

Transcript Request Form

Official PSCS transcripts are signed and provided in a sealed envelope. A photocopied or scanned transcript is not official. Many institutions will not accept transcripts provided directly from a student, even in an envelope sealed by the sending institution. We recommend that you order transcripts to be sent directly to the institution whenever possible.

How do I obtain an unofficial transcript?

Unofficial transcripts can be requested through the Registrar's Office by submitting a Transcript Request Form.

How do I obtain an official transcript?

Students may obtain official transcripts by submitting a completed Transcript Request Form in person or by mail to the Registrar's Office. The form must be signed by the student whose transcript is requested. Transcript requests will not be processed for a student with an outstanding financial balance or a hold on their account until the hold is cleared. When ordering a transcript, please allow plenty of time for processing and delivery.

How long does it take?

Normal processing time for transcripts is ten business days after the signed request is submitted and payment received.

Delivery Methods

Hold for Pickup - The transcript will be held in the Registrar's Office.

Mail via USPS - The transcript will be mailed to the address that you provide via regular mail. PSCS is not responsible for transcripts that are lost or delayed in the mail.

Email (for unofficial transcripts only) - An unofficial transcript copy will be emailed to the email address you provide.

How much do transcripts cost?

The first three (3) transcripts will be sent free of charge. Additional copies cost \$5 per transcript.

Payment Methods

Payments for transcripts must be made in advance to the Registrar's Office via cash (in person only) or check (payable to PSCS).

How to request a transcript when using The Common Application?

For The Common Application purposes, "Counselor" is your PSCS advisor and "Teacher" is any other PSCS staff from whom you want a recommendation. Your advisor will submit your transcript for you. Once your transcript has been submitted, it is submitted to ALL the Common App colleges to which you've applied. You do not need to submit one for each college.