

PVHS ALUMNI TRANSCRIPT RELEASE FORM

Need your high school transcript? We need your authorization! To release your transcript, please print out this form and follow instructions. **ONLY THE PV GRADUATE CAN RELEASE RECORDS.**

INSTRUCTIONS:

- Please print out this form and complete in its entirety – please print.
- The cost for each transcript is \$3.00 Please make check or money order payable to PVHS.
- You can mail, e-mail or fax this form. **Upon receipt of your check**, we will process your request.
- Allow at least ten (10) business days to meet your deadline. We will process your request at our earliest opportunity. All transcripts will be mailed via the USPS.

NAME:
NAME AT GRADUATION (IF DIFFERENT):
YEAR OF GRADUATION:
DATE OF BIRTH:
PHONE NUMBER:
NAME OF SCHOOL YOU WANT YOUR TRANSCRIPT MAILED TO:
ADDRESS OF SCHOOL YOU WANT YOUR TRANSCRIPT MAILED TO:

Official transcripts may only be sent from school to school. If you would like an unofficial copy sent to your home, we can arrange that – the same \$3.00 fee applies; please complete an additional form. Please understand that we cannot send SAT scores, ACT scores or AP Scores. Only you can authorize the testing services to send your scores. Please see their websites.

Alumnus' Signature: _____ Date: _____

<p>MAIL THIS FORM TO: <i>GUIDANCE DEPARTMENT</i> PASCACK VALLEY HS 200 PIERMONT AVENUE HILLSDALE, NJ 07642 OR EMAIL THIS FORM TO: mlombardi@pascack.k12.nj.us</p>	<p>FAX THIS FORM TO: 201-263-0019</p> <p>QUESTIONS: Call Mrs. Lombardi, 201-358-7060, ext. 24009 or email at: mlombardi@pascack.k12.nj.us</p>
---	--