

PVHS ALUMNI TRANSCRIPT RELEASE FORM

Need your high school transcript? We need your authorization!

INSTRUCTIONS:

PLEASE PRINT OUT THIS FORM AND COMPLETE IN ITS ENTIRETY – **PLEASE PRINT LEGIBLY. THE COST FOR EACH TRANSCRIPT IS \$3.00. PLEASE MAKE CHECK OR MONEY ORDER PAYABLE TO PVHS.** YOU CAN MAIL, EMAIL OR FAX THIS FORM. **UPON RECEIPT OF YOUR CHECK,** WE WILL PROCESS YOUR REQUEST. ALLOW AT LEAST TEN DAYS TO MEET YOUR DEADLINE. WE WILL PROCESS YOUR REQUEST AT OUR EARLIEST OPPORTUNITY. ALL TRANSCRIPTS WILL BE MAILED VIA THE USPS. **ONLY YOU CAN REQUEST YOUR OFFICIAL TRANSCRIPT!**

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 web-sites.

Alumnus' Signature: _____ Date: _____

MAIL THIS FORM TO:

GUIDANCE DEPARTMENT
PASCACK VALLEY HS
200 PIERMONT AVENUE
HILLSDALE, NJ 07642

OR EMAIL THIS FORM TO:

mlombardi@pascack.org

FAX THIS FORM TO:

201-263-0019

QUESTIONS:

Call Mrs. Lombardi, 201-358-7060, ext. 24009 or
email at: mlombardi@pascack.org