



# Ponte Vedra High School

Transcript Requests for 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> Grade, Graduates  
and Seniors Requiring a Hard Copy for Personal Use or Scholarships

**(SENIORS – transcripts required for college applications should be made through Naviance)**

All transcript requests must be made 1 week prior to the deadline

TODAY'S DATE: \_\_\_\_\_ DEADLINE: \_\_\_\_\_

NAME OF STUDENT: \_\_\_\_\_ CURRENT GRADE: \_\_\_\_\_

(Please Print)

PHONE NUMBER: \_\_\_\_\_

REQUEST FOR: \_\_\_\_\_ **HARD COPY TRANSCRIPTS FOR PERSONAL USE – COST IS \$2 EACH**

Hard Copies of Transcripts for personal use and scholarships can be picked up at the PVHS front desk 2 weeks after your request; cost is \$2 each; exact cash or check to PVHS

\_\_\_\_\_ **NUMBER OF COPIES NEEDED**

\_\_\_\_\_ **TRANSCRIPTS TO BE SENT TO THE FOLLOWING COLLEGES/UNIVERSITIES**  
(Only list the name of university/college, not address)

- Transcripts for private and out-of-state colleges/universities will be mailed and the cost per transcript is \$2; exact cash or check to PVHS
- Transcripts for Florida universities and colleges will be sent electronically and there is no charge

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Notes or Additional Information: \_\_\_\_\_

Signature of Student: \_\_\_\_\_