



Ponte Vedra High School

Transcript Requests for 9th, 10th, 11th 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: _____