



PVHS Graduated Students Transcript Request Form

- Current PVHS students should use **School Pay** to request transcripts for personal use - <https://www.schoolpay.com/pay/for/Transcript-Requests-2223/S2kAxS>
- Current Seniors should use **Naviance** to request transcripts for College/University applications.

Directions: Complete this form in its entirety by typing in the form. Save to your device and email it to Jennifer.mitchell@stjohns.k12.fl.us. Exact payment (*cash/check*) is required for picked up and/or mailed transcripts and can be brought to the front or guidance office.

Date: _____

Deadline: _____

Name of Student: _____

Student #: _____

Request For: _____ **Hard Copy of Transcript for personal use. Cost \$2/ea.**

Check one- _____ Official (Sealed) _____ Unofficial

Number of Copies needed _____

_____ **Transcripts to be sent to the following Colleges/Universities**

Transcripts to Florida **PUBLIC** college/universities will be sent electronically and are **no cost.**

Transcripts to **Florida PRIVATE** or out of state colleges/universities will be mailed and **cost \$2/ea**

College Name and Address MUST BE PROVIDED:

1. _____
2. _____
3. _____
4. _____
5. _____

Total Cost of transcripts: _____ Signature (type your full name): _____