



Ponte Vedra High School

Transcript Requests for 9th, 10th, 11th Grade, Graduates ONLY within the last 3 years
and Seniors Requiring a Hard Copy for Personal Use or Scholarships
(SENIORS – transcripts required for college applications should be made through Naviance)

FOR GRADUATES OLDER THAN 3 YEARS, PLEASE CONTACT REBECCA COSGROVE AT 904-547-7137.

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

PLEASE CHECK _____ OFFICIAL (*SEALED*) OR _____ UNOFFICIAL (*NOT SEALED*)

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. _____

Notes or Additional Information: _____

Signature of Student: _____

Please submit to Paige Lange, Computer Operator (Room 119) or paige.lange@stjohns.k12.fl.us