



# PROVIDENCE

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CHRISTIAN ACADEMY

## RECORDS REQUEST FORM

**Mail or submit in-person requests to the front desk:**

- **For mailings**, please include a stamped envelope with the address for each institution or location you are requesting documents be sent. Official transcripts normally take between 7-14 business days to arrive. Please plan accordingly.
- **For in-person** retrieval of records, please call ahead for expedited processing.
  1. A parent's (current students in grades K-12) or graduate's signature is required.
  2. Requests are processed within 1-2 business days upon receipt.

### PLEASE PRINT CLEARLY:

**Documents Requested:**

- Official Transcript
- Copy of Report Card
- Copy of Immunization Record
- Other: \_\_\_\_\_

**Reason for Request:**

- |   |  |
|---|--|
| <input type="checkbox"/> Transfer/Moving                          | <input type="checkbox"/> Government Identification |
| <input type="checkbox"/> Considering admittance to another school | <input type="checkbox"/> Missions                  |
| <input type="checkbox"/> Health Purposes                          | <input type="checkbox"/> Military                  |
|   | <input type="checkbox"/> Other _____               |

Today's Date: \_\_/\_\_/\_\_

Student DOB \_\_\_\_\_

Student Last Name \_\_\_\_\_

Current Grade \_\_\_\_\_

Student First Name \_\_\_\_\_

MI \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Guardian or Graduate Printed Name \_\_\_\_\_

Guardian or Graduate Signature \_\_\_\_\_

**\*\*A transcript mailed to a home address or picked up in person will be marked/stamped as an "unofficial" transcript.\*\***