

# ALUMNI TRANSCRIPT REQUEST FORM

Palmyra Area High School  
Guidance Office  
1125 Park Drive  
Palmyra, PA 17078  
Phone: 717-838-1331, #1 then #2  
Return by Fax: 717-833-5000 or Postal mail

## ALUMNI INFORMATION

Name: \_\_\_\_\_ Maiden Name (if applicable): \_\_\_\_\_  
(Please Print)

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Graduation Year: \_\_\_\_\_ or Last Year Attended: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## REQUEST TYPE

Please check all that apply:

- I need an **OFFICIAL** transcript (with school seal and in a sealed envelope) to be mailed directly to a college, university, recruiter, etc. Note: **OFFICIAL** transcripts can only be sent directly from Palmyra Area High School. Please mail official transcript to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I need an **UNOFFICIAL** transcript. **UNOFFICIAL** transcripts can be faxed, emailed, mailed, or picked up at the high school.

\_\_\_\_\_ Please hold for pick up in the main office at PHS.

\_\_\_\_\_ Please fax to: \_\_\_\_\_ Attn: \_\_\_\_\_

\_\_\_\_\_ Please email to: \_\_\_\_\_

\_\_\_\_\_ Please mail to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: Please allow 10 school days for processing (from the date the request is received in our office).  
All request forms must be filled out completely in order to be processed.  
All transcript requests must include this form (NO phone requests).**

Office Use Only: \_\_\_\_\_ Date Rec'd \_\_\_\_\_ Date Sent \_\_\_\_\_