

Pulaski County Public Schools

Records/Transcript Request

Student Name _____ Date of Birth _____

Are you a current PCPS student? Yes _____ No _____

Graduated/Withdrawn? Yes _____ No _____ If yes, month/year last attended _____

Records needed (please check all that apply)

_____ Transcript Official _____ Unofficial _____

_____ Standardized Test Data (*Unofficial only*)

_____ Immunizations

_____ All Student records

_____ Other _____

(Please explain)

- ◆ **AP & SAT scores may not be sent from our office. Contact them directly.**
- ◆ **Request may take up to 5 business days to process.**
- ◆ **Request to be sent electronic are not official.**

How do you want them sent?

Where are your transcripts going?	Electronic	Mail	Fax	Pickup
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Your Signature: _____

Date: _____

Phone # _____

Date and time given to Registrar _____

Office Use Only

Processed by: _____

Date: _____

