

Official Transcript Request

PROVO CITY SCHOOL DISTRICT

280 W 940 N PROVO UT 84604 * 801.374.4838 * FAX 801.374.4985

Process time could take up to 4-5 business days. There is a \$5.00 fee per transcript copy or fax. Payment can be done in cash, check or by credit card. Online payment at www.myschoolfees.com - pick Provo District Office – public item – student services – transcript. Form must be signed for process.

Date of Request _____

NAME (as used while attending school)

First _____ Middle _____ Last _____

Current Name _____ Date of Birth _____

Current Address _____

City _____ State _____ Zip _____

Phone Numbers _____

Email _____

If you are still attending school, give grade _____

Graduation Year _____ If you did not graduate, when did you last attend? _____

- | | |
|---|--|
| <input type="checkbox"/> Provo High School | <input type="checkbox"/> Adult Education |
| <input type="checkbox"/> Timpview High School | <input type="checkbox"/> Young Mothers |
| <input type="checkbox"/> Independence High School | <input type="checkbox"/> Other _____ |

How many copies do you need? _____

- I will pick up, call me at _____ once document is ready for pick up.
- Fax a non-official copy to: _____ Attention to: _____
- Mail to: _____
- email a non-official copy to: _____
(Please note that non-official copies will not be stamped and sealed as official copies are)
- I give authorization to give my transcript to _____
(Print full name of the person who will pick up the document as stated in photo ID. Photo ID will be required)

COMMENTS _____

X _____ DATE _____

SIGNATURE (By signing, I certify that I am the above person requesting my transcript) requests received without the signature will not be processed.

- Enclosed is the \$5.00 service fee per transcript
- Fee has been paid on line-confirmation no. is _____
- Other: _____

For Office Use Only

Paid	Processed on	Sent via	Clerks Initial