



Request for Transcript Release

Student Name (include maiden name): _____

Date of Request: _____ Date of Birth: _____

Last year in attendance at PHAA: _____

Please send a transcript of my grades to the following school(s):

School: _____

Address: _____

School: _____

Address: _____

Please send:

Immediately After semester grades are posted After end-of-year grades are posted

Please note that your school account must be paid or satisfactory arrangements made with PHAA's business office before your transcript will be sent.

Student, Parent, or Legal Guardian Signature: _____ Date: _____

For Office Use: Account Cleared Date Sent: _____

Transcript Information

- Use the transcript request form for all transcript requests. Verbal, e-mail, phone, or any other forms of requests will not be acceptable.
- There are several methods for turning in the transcript request form.

Do not give your requests directly to the registrar. Please only use the methods below when making your requests. Remember, make sure that your handwritten signature is legibly written on all forms, including e-mail requests.

At school: Please place all transcript requests in the registrar's box in the hallway.

Fax: (925) 934-5871 "Attn. Registrar"

E-mail: registrar@myphaa.com

Mail: Pleasant Hill Adventist Academy, Attn: Registrar, 796 Grayson Road, Pleasant Hill, CA 94523

If you graduated prior to 2004, please contact Rio Lindo Adventist Academy for more information on obtaining official transcripts:

Phone: (707) 431-5100

Fax: (707) 431-5115

Mail: Rio Lindo Adventist Academy, 3200 Rio Lindo Avenue, Healdsburg, CA 95448

• *Due to privacy restrictions, transcripts for students/graduates who are 18 years of age or older cannot be requested by someone else. Students/graduates must request their own transcripts in writing once they are 18 or older.*

• Most transcript requests will be processed and sent out within 48 hours from being received by the registrar. Due to the nature of end-of-year procedures, year end transcripts will be available two weeks after graduation for graduating seniors. Other high school transcripts will be ready at least three weeks after graduation. Please let us know in advance if your transcript request is time sensitive and please include the timeframe in which it is needed.

• Official transcripts are to be sealed and remain sealed until given to the final recipient. If an official transcript is requested, but not mailed (for scholarships, jobs, etc.), please leave it sealed for it to remain official. Any open envelopes are considered unofficial.

• School/ physical addresses and mailing addresses are different. Please give the mailing address and to which department the request needs to be sent.