



Current Student Transcript Request

Students require transcripts (official and unofficial) for multiple reasons: college applications, driver discounts, PSEO applications, summer enrichment opportunities, school enrollment, personal information, etc. There are **two methods** for initiating a transcript request. **This form is only used for transcripts that are mailed to an institution, sent electronically to the requester and/or picked up by the requester.**

- Transcripts are processed in the order received.
- **It is the requester’s responsibility to verify the accuracy of all information on their request.** Students should be aware that colleges and universities may experience significant internal delays (weeks) in handling these documents. **Students are strongly encouraged to anticipate transcript needs well in advance of all deadlines and to follow up directly with the institution to confirm receipt of this information.**
- If no receiver email is provided, the document will be mailed directly to the final recipient.
- Requests with “Pick Up” as the destination will be available at Lowry 1st floor front desk.
- The \$5 fee for mailed/emailed/picked up official transcripts may be paid via debit/credit card at the front desk or by cash or check with the request form.
- *Students who qualify for educational benefits receive 10 free transcripts.*
- **All students have access to their unofficial (unstamped) transcript via Infinite Campus (Reports tab).**
- Parents may request transcripts for applicants under age 18.
- There is no fee for transcripts associated with high school transfer. Ms. Reiling (reilings@spcpa.org) should be contacted directly with these requests.
- **Completed forms with payment may be submitted to Ms Green in room 224 or mailed to SPCPA – ATTN: Transcripts, 16 W 5th Street, Saint Paul, MN 55102**

Note: College application processors such as the Common Application, SENDedu, Universal, Coalition, Cappex, and Slate.Org **do not** require this type of transcript request. Providing Ms. Green’s contact information (greena@spcpa.org) in the high school counselor portion of the application will activate an electronic request directly to her. To limit unnecessary processing delays, the fees associated with these application systems will be collected separately. Unsure of which method applies to you, contact Ms. Green via email or phone.

By signing below, the signatory gives SPCPA authorization to provide your official transcript.

Printed Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Student/parent email: _____

Indicate total **number** of transcripts required below:

_____ Official Transcript (mailed or picked up) \$ 5

Amount Due: _____

THIS BOX IS FOR OFFICE USE ONLY		
Date Sent: _____	Fee Paid: <input type="checkbox"/> Cash	<input type="checkbox"/> Check # _____

PLEASE indicate where we should send/email your transcript:

Name of School: _____

Address: _____

City _____ State _____ Zip _____

Admissions Office Email: _____

Name of School: _____

Address: _____

City _____ State _____ Zip _____

Admissions Office Email: _____

Name of School: _____

Address: _____

City _____ State _____ Zip _____

Admissions Office Email: _____

Name of School: _____

Address: _____

City _____ State _____ Zip _____

Admissions Office Email: _____

Name of School: _____

Address: _____

City _____ State _____ Zip _____

Admissions Office Email: _____

THIS BOX IS FOR OFFICE USE ONLY

Date Sent:

Fee Paid: Cash

Check # _____