PINE FORGE ACADEMY
PINE FORGE | PENNSYLVANIA | 1946

P. O. BOX 338 | PINE FORGE, PA 19548
T: 610 326 5800 | F: 610-326-4260 | PINEFORGEACADEMY.ORG

TRANSCRIPT REQUEST FORM

- Please complete this form and allow 2-3 business days after receipt for processing. In the case of high volume, there may be a delay.
- There is a $5.00 fee per transcript. For credit card payment, contact the Academy's business office, extension 216 or fill in the credit card information below.
- Student, if over 18, must request the transcript. Student under 18 must have his/her parent's permission.
- The Registrar's Office is not responsible for incomplete or incorrect recipient information.
- Please PRINT the information below, except for the signature.
- Fax OR mail your completed transcript request to the Academy **attention: Office of Admissions and Records**; you may also scan and email a completed transcript request to cpatterson@pineforgeacademy.org.

If you have an outstanding obligation to the Academy, no transcript of record will be sent out until this obligation has been met. Please contact the Business Office for more information.

Student's Name: _____ Years Attended: _____

Did the student graduate from Pine Forge Academy: Y N Year Graduated: _____

Student's email address: _____ (for notification that transcript was sent)
Please Print

Student's signature: _____

Parent's signature (only if student is under 18): _____

Please mail transcript(s) to:

1. Name/Institution:

_____

Address: _____

_____

City: _____ State: _____

Zip Code: _____ # of Transcripts: _____

Please mail transcript(s) to:

2. Name/Institution:

_____

Address: _____

_____

City: _____ State: _____

Zip Code: _____ # of Transcripts: _____

For credit card payment: MasterCard VISA Discover

Card Number: _____ Card Holder's Full Name: _____

Expiration Date: _____ Card Holder's ZIP Code: _____

(For Office Use Only) Fee: $5.00/transcript Paid - Y____ N ____ Waived ____ Parental permission needed: Y ____ N ____

Payment - Cash: ____ Credit Card: ____ Money Order: ____

Excellence is no accident