

Kent Phoenix Academy
Transcript Request
(Allow 3 Days for Processing)

Student Name _____ Program _____ Date _____
(please print)

Number of Transcripts: Official (sealed) _____ Unofficial _____ Pick up or Mail (circle one)

Name of College(s) where you want transcript(s) to be mailed (**include address if out of state college**)

If you are applying by mail, please allow us to mail the application along with the transcript and test scores. This provides you with a third-party record of when your application was sent which can be valuable if the application does not arrive on time.

You are allowed 3 free official transcripts. You will be charged \$1.50 for each additional official transcript. Please pay the cashier and attach receipt. This charge will be included in fines you must pay before you can participate in graduation activities. Your final transcript will be sent at no additional charge.

(Rev 11/07)

Kent Phoenix Academy
Transcript Request
(Allow 3 Days for Processing)

Student Name _____ Program _____ Date _____
(please print)

Number of Transcripts: Official (sealed) _____ Unofficial _____ Pick up or Mail (circle one)

Name of College(s) where you want transcript(s) to be mailed (**include address if out of state college**)

If you are applying by mail, please allow us to mail the application along with the transcript and test scores. This provides you with a third-party record of when your application was sent which can be valuable if the application does not arrive on time.

You are allowed 3 free official transcripts. You will be charged \$1.50 for each additional official transcript. Please pay the cashier and attach receipt. This charge will be included in fines you must pay before you can participate in graduation activities. Your final transcript will be sent at no additional charge.

(Rev 11/07)