PA Leadership Charter School
Transcript Request Form Directions

Processing Time Frame:

- Transcript requests are processed in the order in which they are received. Please allow up to two weeks for transcripts to be completed and sent. PALCS does not charge a fee for transcript requests.

Official & Unofficial Transcripts:

- Official and unofficial transcripts require the same processing time frame. Official transcripts must be sent by mail in a sealed envelope to the school or college. If the school in which you are applying is willing to accept official transcripts by email or fax, please provide the fax number or email address on the “Transcript Request Form.” (Do not assume that colleges will accept a faxed or emailed transcript. Please check with them before requesting this option. Many do not accept it this way.)

- When requesting a copy of your transcript for yourself, you will receive an unofficial transcript emailed to the email address provided on the request form. If you would prefer a copy to be mailed to your home, please notate this on the form.

- SAT/ACT scores will not be included on transcripts from PALCS. Students may request their official scores from [www.Collegeboard.com](http://www.Collegeboard.com) to be sent to the college(s) which they are applying to.

Returning Transcript Request Form:

The transcript request form may be returned by: mailing, faxing or taking a picture and emailing it to me.

<table>
<thead>
<tr>
<th>Mailing Address:</th>
<th>Fax Number:</th>
<th>Email:</th>
</tr>
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| PA Leadership Charter School  
Attn: Denise Durant  
1332 Enterprise Drive  
West Chester, PA 19380 | (610) 701-3339 | ddurant@palcs.org |

Questions: Please call Denise Durant @ (610) 701-3333 Ext. 1340
Name: ______________________________________________________  Birth Date: _______________________

Last                                First                                Middle

Current Address: _____________________________________________  Daytime Phone #:_________________

_____________________________________________  

_____________________________________________  

Graduation Date/Expected Graduation Date: _______________________  ~ or ~  Withdrawal Date: __________________

Send Transcripts To:  (School/College Names and Addresses up to four per form)

1.) __________________________________________  2.)  _________________________________________

(College/School Name)                  (College/School Name)

__________________________________________  

__________________________________________  

3.) __________________________________________  4.) _________________________________________

(College/School Name)  (College/School Name)

__________________________________________  

__________________________________________  

___________________________________________  

___________________________________________

Do you want an unofficial copy sent to yourself?  □ Yes  □ No  (If yes, please provide email address below)

For Email Confirmation: _________________________________________

Authorization to Release Information:

Student's signature: ___________________________________________  Date: ______________________

(This signature authorizes the release of my transcript to be forwarded as requested.)

Parent's Signature: ___________________________________________  Date: ______________________

(if under 18)  (This signature authorizes the release of my child's transcript to be forwarded as requested.)