Palmer Ridge High School
Transcript Request for Past Graduates

Please use this form to request official and unofficial transcripts for past graduates. Transcripts cost $5.00 per copy. Please print this form, complete it, and mail or deliver it to PRHS. Allow up to 2 weeks for processing your request. We require the student's signature authorizing the processing of any transcript request. We will not send transcripts requested by a third party without a signature authorization from the student. If you are a third party and have your own form with the student's signature authorizing you to request transcripts (i.e., a military form) please send a copy of it along with this form.

Student's full name at time of graduation: _____
(Please print: First, Middle, Last)

Date of Birth: _____ Graduation Year: _____

Current phone number _____ (please include in case of questions)

Student's Signature: _____

Number of copies needed: Official _____
Unofficial _____
x $5.00 per copy = _____

Please send this form along with a check or money order (payable to PRHS) to:

Registrar
Palmer Ridge High School
19255 Monument Hill Road
Monument, CO 80132

Address(es) to mail transcript(s) to:

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

_____ _____
_____ _____
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_____ _____
_____ _____

Any questions, please contact the PRHS Registrar at 719-867-8602 smotta@lewispalmer.org

Official Use Only

Date Received _____

Paid/Check No. _____

Mailed/Faxed/Picked Up _____