

Dr. Paul L. Kelley Volunteer Academy Transcript Request Form

(For Colleges or Employment)

NOTE: This form may be completed by the student. If a parent wishes to complete the form, it must be completed by the custodial parent. A parent may not complete the request form if the student is 18 years of age.



Please allow 5 business days to process your request (14 days if requesting counselor recommendation)

Last Name _____	First Name _____	Age ____	Class of 20 _____
Birthdate _____		Phone Number _____	

Check one: Need Official Transcript _____ Need Unofficial Transcript (released to student) _____

Date Submitted to PKVA Office _____

College 1 (or) Employer: _____ **College 2 (or) Employer:** _____

_____ *Check here if you are applying via Common App.*

_____ *Check here if you are applying via Common App*

Address: _____

Address _____

Please provide my college choices with the following checked items:

___ Transcript of courses and grades ___ ACT Scores _____ ___ SAT Scores _____

(To ensure that we send all ACT/SAT scores that are currently available to us, please list the date of your last test above.)

___ Copy of current schedule

___ School Profile

___ Secondary School Report (College has requested this and student has provided completed form & information.)

___ Other: _____

If the application states that a counselor recommendation is REQUIRED please check here _____

This can take additional time, so please select one:

Send transcript now without the letter _____ Wait to send transcript with the letter _____

YOU MUST SUPPLY A “Student Profile Sheet/ High School Resume” TO THE COUNSELOR IF YOU NEED A RECOMMENDATION LETTER AT LEAST 2 WEEKS IN ADVANCE OF WHEN YOU WANT IT SUBMITTED!!

I request PKVA Office mail to the institution named above my official transcript and/or test scores. I understand that this information is confidential, and I hereby waive any rights I may have to review its' content.

Student Signature

*******DO NOT WRITE BELOW OFFICE USE ONLY*******

Date Sent: ___/___/20___
By: _____