

# 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:

[illegible]

Any questions, please contact the  
PRHS Registrar at 719-867-8602  
[aherebic@lewispalmer.org](mailto:aherebic@lewispalmer.org)



Official Use Only

Date Received \_\_\_\_\_

Paid/Check# \_\_\_\_\_

Mailed/Faxed/Picked Up \_\_\_\_\_