



## Instructions for Requesting an Official Providence Academy Transcript

*Please read the information below to determine which form to use for your transcript request:*

- Seniors applying to college must use the **College Admission and Scholarship Application Form**. Please submit this form to the **College Counseling Office** in the Upper School Office.
- Current students applying for scholarships through outside agencies and/or to college summer / enrichment programs must use the **Scholarship/Enrichment Program Documents Request Form**. This form may be obtained from the **College Counseling Office** and must be submitted to the **College Counseling Office (at least 2 weeks prior to scholarship or program registration deadline)**.
- All other students and graduates must use the **Transcript Request Form**, i.e. for personal use, PSEO and other education-related needs. Please submit this form to the Registrar in the Upper School Office or via fax or email shown below.

*Information included on the Providence Academy Transcript:*

- The transcript is the official document of a student's academic performance in the Upper School (grades 9-12).
- The transcript includes only semester and year-end grades.
- Test scores from testing companies such as ACT or College Board are not included in the PA transcript. Each company should be contacted directly to have scores sent on behalf of the requestor.
- For students who transferred to PA during the Upper School years, the PA transcript reports only coursework and grades earned at PA.
- Grades from UMTYMP and ACC courses are provided from those colleges directly and are not included on PA transcripts.
- Summa Cum Laude, Magna Cum Laude and Cum Laude are noted on the transcript.
- Honors are noted for each applicable semester (i.e. Headmaster's List or Honor Roll).

*Registrar Contact information:*

Registrar: Mrs. Julie Kennedy  
Email: [julie.kennedy@providenceacademy.org](mailto:julie.kennedy@providenceacademy.org) (preferred)  
Phone: (763) 258-2506  
Fax: (763) 258-5501

**\*\*\*\*\*Important: your signature is required for all transcript requests.\*\*\*\*\***



# Transcript Request Form

Seniors applying to college must use the **College Admission and Scholarship Application Form** (requested through the college counselor). All other students and graduates must use this form to request an official/unofficial transcript. Standardized test scores from ACT/College Board are not included in transcripts. Please contact these companies directly to report scores. This form can be returned by email (preferred), US Mail, fax or in-person to the **Registrar** in the Upper School Office:

**Registrar**  
**Providence Academy**  
**15100 Schmidt Lake Road**  
**Plymouth, MN 55446**  
Preferred: [julie.kennedy@providenceacademy.org](mailto:julie.kennedy@providenceacademy.org)  
Fax: (763) 258-5501

*Requests may take up to **TWO WEEKS** to process. Official sealed transcripts must be sent directly to the requested address and cannot be picked up in person.*

1. Student/Graduate:  
Current First Name: \_\_\_\_\_ Last: \_\_\_\_\_  
  
Name while attending Providence Academy: First: \_\_\_\_\_ Last: \_\_\_\_\_  
*(If different than current name.)*
2. Class of: \_\_\_\_\_
3. Date of Request: \_\_\_\_\_
4. Email address: \_\_\_\_\_
5. Cell Phone Number: \_\_\_\_\_
6. Current Address, City, State, Zip: \_\_\_\_\_
7. Type of Transcript (circle one):                      official (embossed/sealed)                      unofficial
8. Purpose of Transcript (select appropriate item):  
 \_\_\_\_\_ Application to a summer program, other study/travel program  
 \_\_\_\_\_ Graduate seeking transfer admission or other academic program  
 \_\_\_\_\_ Other: (please be specific) \_\_\_\_\_
9. Delivery of Transcript:    Mail to: \_\_\_\_\_  
 (Please be specific with name)  
 of institution, department,  
 and mailing address)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*\*Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

(\*Required for students under the age of 18).

*Please contact the recipient within 3-4 weeks to ensure the receipt of your transcript.*

For Office Use Only

Date sent \_\_\_\_\_ Sender's Initials \_\_\_\_\_ updated in Naviance \_\_\_\_\_

## Adobe Reader XI

Adobe Reader XI (free download from Adobe) can be used to complete your Transcript Request Form if this is most convenient for you. If you don't already have "Adobe Reader" you may access the download information from this link: <http://www.adobe.com/products/reader.html>

Open the Transcript Request Form from the Adobe Reader program and use the tools provided to complete and sign your form. Remember to save.

Then it will be ready to return by email.

Some useful tools from within Adobe Reader to complete the form:

