



Official Transcript Request

Pathways Charter School
Office of the Registrar
150 Professional Center Dr., Suite C.
Rohnert Park, CA 94928
(707) 585-6510 phone
(707) 585-6515 fax
www.pathwayscharter.org

- Complete **one** Transcript Request Tracking Sheet for **EACH** college or scholarship.
- If you require overnight mailing services, you must provide the proper packaging and postage, and arrange for pick-up by the appropriate overnight service.
- Allow 4-5 business days for transcript requests to be filled.
- You must order ACT/SAT scores from www.act.org or www.collegeboard.com for scores to be sent directly to the college.

Today's Date: _____

Student Name: _____ Student's Phone: _____ IST: _____ Graduation year: _____

Official Application Deadline: *(Check each, individual college admission calendar and provide the application deadline.)*

Date: _____

Reason for Transcript: *(Please check only one per request.)*

College Application Scholarship Insurance Other

College/Scholarship/Recipient Name: _____

Complete Mailing Address: _____

Secondary School Report (SSR) Required? *(ISTs and the High School Advisor work together to complete SSRs so both need to be informed by you if you will need these completed. Please allow ample advanced time to ensure a thoughtful report.)*

Yes No If yes, complete one copy of the SSR, attach to this form, and submit to the Registrar. *(It is recommended that you waive your rights by marking yes on the SSR form.)*

Counselor's Recommendation Letter Required? *(Check each, individual college admission calendar/checklist.)*

Yes No If yes, you should contact your IST directly for letters of recommendation. Complete the forms and submit directly to your IST **2-3 weeks before your application deadline.**

Student Authorization *I CERTIFY THAT I AM THE STUDENT AS STATED. THE INFORMATION PROVIDED IS TRUE AND CORRECT IN ALL RESPECTS. I HEREBY AUTHORIZE **Pathways Charter School** TO RELEASE TRANSCRIPTS AS INDICATED.

X _____ **Signature** **(legal signature is required)*

*Pathways will not release official transcripts without a signed request by student and/or parent or guardian if student is under 18. The above will be sent by regular mail unless faxing option below is marked.

Fax to: # (_____) _____ Fax and destination address must be the same recipient. Official transcript must follow by mail or courier. Full mailing address for transcript must be provided in area designated above.

Pathways Charter school is not responsible for transcripts that are lost or delayed in shipping.

Failure to provide complete information may delay or prevent processing.