



# Perry Hall High School

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## Transcript Request Form

Please note that the Perry Hall High School, Counseling Office processes a large number of requests for student transcripts, particularly in advance of college/university application deadlines. Request are needed at least two weeks in advance of the application pending deadline in order to be processed in a timely manner.

- After returning this completed form to the PHHS Counseling Office, the student must login to their Naviance Account and request a transcript for each individual college/university separately. The student's username is their BCPS username, and their password is the student's eight-digit birth date.

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Print: Student's Name (First, Middle & Last Name)

Date of Birth: (01/10/2000)

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Telephone Number

Year of Graduation

If the transcript is not able to be sent electronically, students are responsible for picking up the paper transcript and sending it to the college/university. To defray the cost of paper transcripts, there is a \$1.00 fee for each paper transcript. If you would like a copy of the transcript, please check here \_\_\_\_\_ and indicate your email address below & one will be sent to you electronically.

Print: Email Address: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

I give my permission for PHHS to release my child's transcript electronically through Naviance, as well as other electronic services to institutions, by fax and/or email. Please initial: \_\_\_\_\_

I give permission for my child to request additional transcript for other institutions without obtaining additional parent/guardian signatures. Please initial: \_\_\_\_\_

Should you have any questions regarding this process, feel free to email Ms. Donna Williams, School Counseling Secretary at [dwilliams13@bcps.org](mailto:dwilliams13@bcps.org) or Ms. Stephanie Campbell, College & Career Counselor at [scampbell3@bcps.org](mailto:scampbell3@bcps.org).



*Raising the bar, Closing gaps, Preparing for our Future*