



# Peachtree Academy Transcript Request Form

Student's Full Name \_\_\_\_\_

Student's Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Graduation Year \_\_\_\_\_

**Authorization Statement:**

I grant Peachtree Academy permission to release my transcript to

\_\_\_\_\_  
Name of College/University

\_\_\_\_\_  
Address of college/university to which transcript will be sent

- Please be sure to include the address of the Admission Office. Sending the transcripts to the address of the college does not guarantee that it will ultimately arrive at the Office of Admissions.

**Transcript Type**

Please fulfill my request in the following manner:

- Please release my transcript to the college/university listed above through GAFutures.
- Please send an Official Transcript through the mail to the college/university using the address above.
- Please submit an Official Transcript through GAFutures and through the mail to the college/university listed above. (I understand that this will count as 2 separate transactions.)

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

*\*Unofficial transcripts may be picked up at the administrative office between the hours of 8:00 am and 3:00 pm.*

**\*Please allow up to 3-5 business days to complete the request for transcripts.**  
*Peachtree Academy will mail/release up to 5 transcripts per student. For each additional sealed official transcript sent through the mail and/or picked up there will be a \$5.00 charge. Transcripts submitted through GAFutures are free of charge.*

**Office Use Only:**

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_

Admin Approval: \_\_\_\_\_ Date Released: \_\_\_\_\_

Transcript Released by: \_\_\_\_\_

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