



PNEUMA CHRISTIAN ACADEMY
7205 SW 125th Ave, Miami, FL 33183
Phone: 305-871-7174 Fax: 305-273-0257
Email: padmissions@pneumachristianacademy.org

Student Transcript Request Form

Student Information

Student Name: _____

Student DOB: _____

Grades/Years Attended PCA: _____ Graduation Date: _____

Contact Information

Parent/Legal Guardian's Name: _____

Home Address: _____

Phone Number: _____

Email: _____

Student Records Request: Transcripts requests may take up to 10 business days. There is a fee of \$15 per transcript.

Choose one and mark how you would like the transcript delivered:

☐ **Official Transcripts (Sealed)**

- ☐ Mailed to: _____

- ☐ Printed to be picked up in Reception.

☐ **Unofficial Transcript**

- ☐ Emailed: _____
- ☐ Printed to be picked up in Reception

I, _____, Parent/Legal Guardian of the above-mentioned student grant permission for my child's transcripts to be printed, and/or mailed/mailed to the above-mentioned entity.

Printed Name & Signature

Date

Principal Signature

Date