

Parma City School District

1. You must complete this form in order to have your official transcript sent to colleges, companies, or individuals
2. A parent signature is required if applicant is under 18 years of age
3. If you wish to meet with a counselor for assistance with the completion of forms/applications (transcript, scholarships, college application forms, etc...) please schedule an appointment and have documents and materials necessary for the counselor appointment.
4. For recommendation letters or to complete a college rating sheet please schedule an appointment with your counselor. Please bring necessary documents for your meeting.
5. NOTE: This form is giving permission for records to be sent. If you are a senior, you still need to follow the process in Naviance for requesting transcripts be sent to specific colleges.

----- Please Print -----

Name: _____
First Last Maiden

Year of Graduation: _____ Birthdate: _____ Phone Number: () _____

Current Student

Former Student

Current Students: Reason(s) for Transcript Request:

College Credit Plus (CCP) (must have intent to participate on file)

Scholarships

College Application(s) (12th Grade Only - See #5 Above)

Other

NCAA

You are authorized to release a copy of the high school records: (check all that apply)

Blanket Permission (X here if you wish to release transcripts to any parties that you request now or in the future)

Send Electronically

Applied on-line

Send Transcript Specifically to:

Name of College, company, or individual	Address	City, State, Zip code
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Name of College, company, or individual	Address	City, State, Zip code
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Name of College, company, or individual	Address	City, State, Zip code
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Student Signature if student is 18 or older: _____

Typing your name electronically signs this form _____ Date _____

Parent/Legal Guardian signature if student is under 18: _____

Typing your name electronically signs this form _____ Date _____

Normandy High School
Attn: Records
2500 W. Pleasant Valley Rd.
Parma, OH 44134
nhstranscripts@parmacityschools.org

Valley Forge High School
Attn: Records
9999 Independence Blvd.
Parma Heights, OH 44130
vfrtranscripts@parmacityschools.org

Former Parma Senior High
Arlington Elementary
Attn: PSH Records
7377 Chateau Dr.
Parma, OH 44130
psht transcripts@parmacityschools.org