



# Official Transcript Request Form

## Pine Ridge Academy

12595 South Minuteman Drive  
Draper, Utah 84020  
Phone: 801-781-5257 Fax: 801-523-5077  
Main: 801-572-6989 ext 231  
Email: records@youthcare.com

**PLEASE PRINT CLEARLY:**

**Date:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**House:** \_\_\_\_\_ **Discharge Date:** \_\_\_\_\_

I authorize Pine Ridge Academy to release a copy of my child's/my transcript to the school listed below\*.

\_\_\_\_\_

Parent/Guardian or students signature, if you are 18 or older.

\*Note: If you have a hold or financial indebtedness on your account to Youth Care, it must be cleared before an official transcript can be mailed out to you or another school.

**Please allow for a 72 hour turn around.**

**Mail to:**

**Parent/School:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Fax to:** (a fax is an unofficial transcript)

**Fax Number:** \_\_\_\_\_

**Attention:** \_\_\_\_\_

**Please Check all boxes that apply:**

**Mail Immediately**    **Mail After Final Grades**    **Mail a Copy to Me**