



Park City Independent

RECORDS REQUEST FORM

Park City Independent: Admissions
 8860 E. Chaparral Road, Suite 100
 Scottsdale, AZ 85250
 Phone: 888-866-4989
 Fax: 886-436-0244
 Email: admissions@edgenuity.com
 www.parkcityindependent.com

- **\$10.00 Fee per Transcript**
- **\$25.00 Fee per Diploma** (with seal, etc.)
- **\$50.00 Fee per Full Packet** (diploma, transcript, black cover)
- **\$35.00 Fee for Rush Delivery**
- **Money Order or Online Payment Required** (for online payment, a link will be sent via email)
- **Official Picture ID Required**
- **Allow 5-10 business days to process request** (times vary during peak season)
- **All Incomplete Requests will be Returned**

Return this form via link below or fax to:
 866-436-0244

Student Information

Full Name	Date of Birth	Phone Number
E-mail Address	Graduation Date or Withdrawal Date	
Description and Quantity of Records Requested	Total Amount Due	
Street Address for Records Delivery		

Billing Information

Full Name	Phone Number
Billing Address	Billing E-mail Address (this is where payment link will be sent)

Signature (if under 18, please include a parent/guardian signature)

I understand that a student's education records are confidential and may only be disclosed as allowed by the Family Educational Rights and Privacy Act of 1974, or with the written permission of the student's parent or legal guardian, or of the student (if over 18 or attending a postsecondary school). Only the student (if 18 or older) and or the parent/guardian can release the records to a 3rd party.

Authorized Person Receiving Records (Print Name)

Date

Authorized Signature

Parent/Guardian (Print Name)

Date

Parent/Guardian Signature