

Transcript Request Directions

1. Print off and completely fill out the transcript application with applicable information including a working phone number where you may be contacted. There will also be paper applications at the drop box located at the Pulaski County High School Office Entrance.
2. Place the completed application in the drop box located outside the Pulaski County High School main office, or email to transcripts@pcva.us, or send to Pulaski County High School 5414 Cougar Trail Dublin, VA 24084, Attention Transcripts.
3. Allow up to ten (10) working days for the completion of the request.
4. You will be notified when the transcript is available for pick-up. Office hours are from 8 – 4:30 Monday through Friday.
5. The fee of \$3.00 will be required when you pick-up the transcript or before being mailed.
6. A PHOTO ID is required to obtain transcript during school hours.