



## TRANSCRIPT REQUEST FORM

PRINT Student Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Today's Date: \_\_\_\_\_

SCHOOL SENDS ELECTRONIC TRANSCRIPTS TO IN-STATE COLLEGES/UNIVERSITIES LISTED BELOW  
(SUGGESTION: STUDENT SHOULD MAIL HARD COPY IF COLLEGE CLAIMS THEY DID NOT RECEIVE ELECTRONICALLY)

*Please place a ✓ to the left of the institution you want us to send an electronic transcript (free):*

<input type="checkbox"/> BC	<input type="checkbox"/> FAMU	<input type="checkbox"/> FAU	<input type="checkbox"/> FGCU	<input type="checkbox"/> FIU	<input type="checkbox"/> FSU	<input type="checkbox"/> PBC
<input type="checkbox"/> Santa Fe CC	<input type="checkbox"/> Tallahassee CC	<input type="checkbox"/> UCF	<input type="checkbox"/> UF	<input type="checkbox"/> UNF		
<input type="checkbox"/> USF	<input type="checkbox"/> UWF	<input type="checkbox"/> Valencia CC				

**If your school is not listed above, please request an official printed copy and mail it directly to the institution.**

TRANSCRIPT FEES: \$1.00 per PRINTED COPY ONLY (CASH or MONEY ORDER)

TOTAL PRINTED COPY transcripts requested: \_\_\_\_\_

PICK-UP Official Printed Copy (AT GUIDANCE'S office IN 3-5 DAYS)

**\*\*YOU MUST SUBMIT YOUR APPLICATION TO IN-STATE COLLEGES BEFORE REQUESTING TRANSCRIPTS\*\***

***IT IS THE STUDENT'S RESPONSIBILITY TO CONFIRM RECEIPT OF  
TRANSCRIPT(S) WITH RECEIVING SCHOOL(S) DIRECTLY***

Internal Use

Received: \_\_\_\_\_ Date: \_\_\_\_\_