

Transcript Request Form

NOTE: If you have already graduated, you should create an account on parchment.com and request a transcript through their website.

Student: _____ Student # _____

Today's Date: _____ Birth Date: _____ Phone # _____

Seniors who are applying to college via the Common Application, Coalition, or to a college that uses SENDeDu will designate who their school counselor is on the admissions application. Once designated by the senior, the school counselor will receive an official email from the application service, and the counselor will upload the transcript via link provided. **The senior does not need to send a transcript.**

ELECTRONIC TRANSCRIPTS: \$1 Each ONLY IF YOU USED THE UNIVERSITY'S APPLICATION AND DID NOT APPLY THROUGH COMMON APPLICATION.

Electronic transcripts are sent to colleges and universities that are part of the public Florida State System (**not private institutions**). Place a check mark next to the school(s) where you are requesting JHS to send your official transcript:

___ FIU

___ FGCU

UF, FSU, USF, UNF, FAU, UWF, FAMU, New College and FL Polytechnic require the **Student Self-Reported Academic Record (SSAR)**. Seniors **do not** send transcripts to universities that require the SSAR. Follow directions on the college website/admissions application.

UCF uses their own student self-report system called SPARK. Once you have applied to UCF, the university will email you with information on SPARK.

HARD COPY TRANSCRIPTS: \$3 per transcript

Hard copy transcripts are requested for scholarships, private and out of state colleges or universities, and vocational/technical schools. **Students are required to return to the records secretary – Mrs. McDevitt – in guidance after submitting this form to pick up their hard copy transcript. Students are responsible for mailing official transcripts.** Allow 2-3 days for transcript to be processed due to high volume of requests. Please place a check next to the type(s) of hard copy transcripts you are requesting.

_____ **Unofficial Transcript** (unsealed, no school stamp, can be faxed or emailed by student) # Needed _____

_____ **Official Transcript** (sealed in an envelope with official school stamp) # Needed _____

FEES: PAYMENT DUE UPON REQUEST - Hard copy transcripts will not be printed until payment is received.

of HARD COPY REQUESTS _____ X \$3 EACH = \$ _____

Student or Requestor Signature _____

Printed Name if not Student _____

Dual Enrollment transcripts must be ordered from Palm Beach State College or college where credits were earned.