

# Transcript Request Form

Student name: \_\_\_\_\_ Pupil # \_\_\_\_\_

Graduation Year: \_\_\_\_\_ Date: \_\_\_\_\_

## **Electronic Transcript Request**

Please allow up to two weeks for electronic transfer of transcripts by university/college.

- ☺ **It is the student's responsibility to contact the college/university to confirm receipt of transcript.**

Please circle the name and number of the institution that you want an electronic transcript sent to.

|                                       |                |
|---------------------------------------|----------------|
| Florida Agricultural and Mechanical   | 0010002-0-1480 |
| Florida Atlantic University           | 0010002-0-1481 |
| Florida International University      | 9635-0         |
| Florida State University              | 1489-1         |
| Florida Gulf Coast University         | 0032553-0      |
| University of Central Florida         | 0010002-0-3954 |
| University of Florida                 | 1535-0         |
| University of North Florida           | 0010002-0-9841 |
| University of South Florida           | 0010002-0-1537 |
| University of West Florida            | 3955-0         |
| Daytona Beach Community College       | 1475-0         |
| Florida State College of Jacksonville | 1484-0         |
| Santa Fe Community College            | 1519-0         |
| St. Johns River Community College     | 1523-1         |
| Tallahassee Community College         | 1533-0         |
| Valencia Community College            | 0010002-0-6750 |
| Chipola Junior College                | 1472-0         |
| New College                           | 0010002-39574  |

For out of state and/or private colleges/universities that you will be mailing or hand delivering.

## **Hard Copies**

**NUMBER OF HARD COPIES:** \_\_\_\_\_

**Student please note: You are responsible for picking up the hard copy of transcript(s) and mailing to the appropriate college(s.) The transcript will be sealed and official so.....PLEASE DO NOT OPEN.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature (18 years or older)

\_\_\_\_\_  
Date

**\$2.00 fee per transcript**