



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
INFORMATION TECHNOLOGY (IT) / RECORDS MANAGEMENT

High School Transcript Request

This form should be completed by the currently enrolled high school students, or by the parent/guardian if the student is under the age of 18, to request transcripts. Once completed, submit it to your school's Records Coordinator or Counselor. **A copy of your student ID if you are 18 or older, or your parents' identification if you are under 18, must be attached.**

Fields with * are required.

Student ID # *	Student First Name *	MI	Last Name *	Date of Birth *
Current Grade *	Email Address *			Phone # *
Graduation Year *	Name of Counselor *			

College Applications: (Transcripts will be uploaded at no charge)

Check all that apply - Do not use if applying directly through the college website.

☐ Common App ☐ Coalition App ☐ Xello

****Note:** FAU, FL POLY, FSU, UCF, UF, UNF, and USF do not want transcripts. These universities require that the Self-Reported Transcript and Academic Record System (STARS) be completed and linked to your application.

Florida Public Colleges/Universities: (Transcripts will be sent electronically at no charge) *

I authorize the Palm Beach County School District to send transcripts to the following colleges/universities. List up to ten (10).

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Out of State and Private Colleges/Universities: (\$3.00 fee per hard copy transcript) *

Send To *

Name of School	Attention/Department	Email Address	
Mailing Address	City	State	Zip Code

Send To

Name of School	Attention/Department	Email Address	
Mailing Address	City	State	Zip Code

Send To

Name of School	Attention/Department	Email Address	
Mailing Address	City	State	Zip Code

This release will remain in effect until the end of the school year or until the student reaches 18 years of age—whichever occurs first. For students who are already 18 or older, this form will remain active through the end of the current school year

Student Signature (If 18 or over) _____

Date _____

Parent/Guardian Signature (If student is under 18) _____

Date _____

OFFICIAL USE ONLY

Completed by _____

Date Completed _____