

TRANSCRIPT REQUEST

PLEASE PRINT

Last Name, First Name

Graduation Year

I understand that each transcript will cost \$1.00 (either official or unofficial) and the transcript processing time is 2-4 business days.

Note: Many colleges/universities require official test scores to be submitted directly from SAT/ACT. It is the **student's responsibility** to request that test scores be sent to those schools either at the time of registration or for a fee at a later date.

OPTION 1: PLEASE SEND A TRANSCRIPT TO THE FOLLOWING SCHOOLS:

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

OPTION 2: PLEASE PRINT _____ **OFFICIAL TRANSCRIPT(S) TO BE PICKED UP BY THE**
(Number of Copies)
STUDENT OR PARENT/GUARDIAN.

OPTION 3: PLEASE PRINT _____ **UNOFFICIAL TRANSCRIPT(S) TO BE PICKED UP BY THE**
(Number of Copies)
STUDENT OR PARENT/GUARDIAN.

Transcripts must be picked up within 30 days of request or they will be destroyed and a new request will need to be submitted and paid for.

I hereby authorize Space Coast Jr/Sr High School to release my transcript to the person(s) or institution(s) indicated on this form with the following option:

<input type="checkbox"/>	YES, I give permission to Space Coast Jr/Sr High School to release my child's SAT (SAT, SA1, SA2, SA3, and PSAT) and ACT (ACT and PLAN) test results to the requested post-secondary institution or organization.
<input type="checkbox"/>	NO, I do not give permission to Space Coast Jr/Sr High School to release my child's SAT (SAT, SA1, SA2, SA3, and/or PSAT) test results from the following date(s): _____ to the requested post-secondary institution or organization.
<input type="checkbox"/>	NO, I do not give permission to Space Coast Jr/Sr High School to release my child's ACT (ACT and/or PLAN) test results from the following date(s): _____ to the requested post-secondary institution or organization.

Student Signature

Parent Signature (if student is under 18)

For Office Use

Received _____ Paid _____ Mailed/Picked Up _____ FASTER _____ Initial _____