**TRANSCRIPT REQUEST**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Last Name, First Name**  **Student ID**  **Graduation Year**

Please check the following for understanding:

* I agree that it is correct, and I understand this is will be sent to the requested institutions.
* **I understand that each transcript will cost $1.00 (either official or unofficial) and that the transcript processing time is 1 school day.**

**The state of Florida has removed all college entrance exam scores (SAT and ACT) from transcripts sent through the FASTER system to post-secondary institutions. Please check one of the following:**

* Yes, I give permission to Viera High to release all of my SAT and ACT test results to the requested post-secondary institution or organization.
* No, I do not give permission to Viera High to release my SAT test results for the following test date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No, I do not give permission to Viera High to release my ACT test results for the following test date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Colleges/universities require official test scores to be submitted directly from SAT/ACT even if they are on a high school transcript. It is the student’s responsibility to request the scores to be sent to those schools through CollegeBoard.org for SAT and ACT.org for ACT.\*\*

**Please list the schools you need transcripts for:**

* **Common App (Only list schools below if they need a separate transcript sent.)**

**1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I hereby authorize Viera High School to release my transcript by signing below.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Student Signature Parent Signature**

FOR OFFICE USE ONLY

Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_ Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Electronically Sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initial of Sender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_