

**Transcript Request Procedures**

**GRADUATES of Tarpon Springs High School** who need copies of transcripts can either fill out a Transcript Request Form and come into the high school with your $2.00 payment or request them through Student Services – Records Department.

For additional information and PCS policy on Transcripts:

* Please visit the Pinellas County School Board website at PCSB.org. Select Departments and Divisions, Records Management and then Transcripts and Verifications. Copy and past the link below and it will take you to the correct page.
* <https://www.pcsb.org/Page/5351>

**CURRENT STUDENTS** of Tarpon Springs High School needing to send their Transcripts to a Florida Public College (ie. University of South Florida) may stop by the Records Department and fill out their name and college on the clipboard for processing electronically. If you need a Transcript sent to an Out of State or Private College, please fill out a Transcript Request Form and return it to the Records Clerk with your $2.00/processing fee.