

TRANSCRIPT AND EMPLOYMENT VERIFICATION FOR CURRENT STUDENTS, 2016, 2017, AND 2018 GRADUATES:

BCHS will process transcript requests for current students and students who graduated within the past three years (2016, 2017, and 2018).

To request a transcript, please complete the [Transcript Request Form](#) and provide it to Ms. Couch in the main office. There is a \$1.00 charge per transcript.

Transcript requests can be provided in person or by:

1. Mail: Please mail the request, along with a money order to:
Ms. Jackie Couch
Boca Ciega High School
924 58th Street South
Gulfport, FL 33707-2548
2. Email the completed request (with signatures) to:
Jackie Couch at couchj@pcsb.org
Pay the \$1.00 transcript fee in person or via money order at the above address.

TRANSCRIPT AND EMPLOYMENT VERIFICATIONS REQUESTS FOR 2015 GRADUATION AND EARLIER:

Transcripts and employment verifications are done by the Central Records Department for students who graduated more than three years ago.

The link to the Central Records webpage is: <https://www.pcsb.org/Page/5351>.

The phone number for Central Records is: 727-793-2701 x 2500