Largo High School

TRANSCRIPT REQUEST

PRINT LEGAL NAME

Last Name	**First Name**	**Middle Name**
Street Address	**City**	**Zip**

PCSB 10-digit ID Number: _____ **Date of Birth:** _____

1st School Name: _____

Address & Campus: _____

2nd School Name: _____

Address & Campus: _____

3rd School Name: _____

Address & Campus: _____

There are two types of transcripts.

1. Under classmen transcripts (either sealed or unsealed) used when considering colleges. The first transcript of this type is free and additional copies are $1 each.

2. Final transcripts which are sent to colleges after graduation go to the specific college the student has pending enrollment. For State of Florida colleges, these transcripts are sent electronically after grades are finalized which is usually a week after the last day of school.

- State schools are sent electronically
- First hard copy is free
- Additional hard copies are $1 each
- Please have exact change as we don't provide change
- You may pick up the next business day.
- No cost for electronic transcripts

☐ I request an unofficial transcript for my personal review.

I authorize the release of records to the institution(s) listed above.

Signature_____ **Date:** _____

OFFICE USE ONLY

☐ Transcript electronically sent. Date: _____

☐ Transcript printed for pickup

☐ Transcript mailed to institution(s)