



# Largo High School TRANSCRIPT REQUEST

**PRINT LEGAL NAME**

_____	_____	_____
<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
_____	_____	_____
<b>Street Address</b>	<b>City</b>	<b>Zip</b>

**PCSB 10-digit ID Number:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

1<sup>st</sup> School Name: \_\_\_\_\_

Address & Campus: \_\_\_\_\_

2<sup>nd</sup> School Name: \_\_\_\_\_

Address & Campus: \_\_\_\_\_

3<sup>rd</sup> School Name: \_\_\_\_\_

Address & Campus: \_\_\_\_\_

There are two types of transcripts.

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

Email address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
<input type="checkbox"/> Transcript electronically sent.	Date: _____
<input type="checkbox"/> Transcript printed for pickup	
<input type="checkbox"/> Transcript mailed to institution(s)	Processed by: _____