



FINAL TRANSCRIPT REQUEST

PRINT LEGAL NAME

| Last Name | First Name | Middle Name |
|-----------|------------|-------------|
|-----------|------------|-------------|

| | | |
|-------------------------|---------------|--------------------|
| PCSB 10 Digit ID Number | Date of Birth | Year of Graduation |
|-------------------------|---------------|--------------------|

Name of College/Univ. _____

Campus & Address _____

Name of College/Univ. _____

Campus & Address _____

Name of College/Univ. _____

Campus & Address _____

There are two types of transcripts.

1. Underclassmen 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 specific colleges where 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 authorize the release of records to the institution(s) listed above.

Signature _____ **Date** _____

☐

I request an unofficial transcript for my personal review.

Email Address : _____ Cell Phone: _____

OFFICE USE ONLY

- ☐ Transcript electronically sent
- ☐ Transcript printed for pickup
- ☐ Transcript sent via FASTER
- ☐ Transcript mailed to institution

DATE: _____

Processed By: _____