PINELLAS COUNTY SCHOOLS

SEMINOLE HIGH SCHOOL

REQUEST FOR SCHOOL RECORDS AND RELEASE AUTHORIZATION

**Identifying information:**

Complete legal name while attending school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name currently used, if different from above: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\***Year last attended or date of graduation in Pinellas County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Birthdate: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ Social Security # (optional) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number or email address where you can be contacted, in case of questions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Records Requested: COST:**

(Please indicate quantity needed in the space provided)

\_\_\_\_\_\_ **\*\***High school transcript, **OFFICIAL**  **\*\*see note on back of page** **$1.00 each**

 (Sealed in envelope and mailed)

\_\_\_\_\_\_ Postage: **$0.50 for each official transcript**

\_\_\_\_\_\_ Total of Transcripts Requested Money Order Total: \_\_\_\_\_\_\_\_\_

**Send requested records to whom:** Name of School & Address or fax number (if needed, list others on back of page)

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Student Signature **(required)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature **(required if student is under 18)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Electronic Signatures are not acceptable, per Pinellas County School Board policy**

**PRINT, SIGN, and MAIL Form and Money Order To:**

**Seminole High School**

**Transcript Request**

**8401 131st Street North Please make sure that the money order is signed.**

**Seminole, FL 33776**

**\*Please note:**

**Hard copy records** are only kept for three **(3)** years after graduation or date of withdrawal at the school site, after which you will need to contact the Pinellas County Schools Central Records Office

(Contact info below)

 **\*\*Please note:**

**Transcripts** are only available through the last nine **(9)** years, after which you will need to contact the Pinellas County Schools Central Records Office at:

 727-793-2701 (phone)

or 727-793-2708 (Fax)