

## SATELLITE HIGH SCHOOL TRANSCRIPT REQUEST FORM

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

DATE REQUEST SUBMITTED: \_\_\_\_\_ STUDENT NUMBER: \_\_\_\_\_ GRADUATION YEAR: \_\_\_\_\_

I authorize \_\_\_\_\_ to release my transcript to the institution indicated on this form. I understand that each transcript will cost \$2.00 (official or unofficial). Payment is expected at the time of the request. Processing time is as follows: **Electronic Copies** sent through the School Board's FASTER system - may take 1-2 weeks to send, **Printed Copies** - 1-3 business days. **There is no charge for transcripts sent to EFSC for dual enrollment purposes.**

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Parent/Guardian Signature/Date (if student is under 18)

**Option 1: Send \_\_\_\_\_ Electronic Transcripts** to the following Florida post-secondary institution(s) - see list on page 2:

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

The state of Florida has *removed all college entrance test scores* (ACT and SAT) from **Electronic Transcripts** sent through the FASTER/SPEEDE/EXPRESS system to post-secondary institutions.

\*All test scores must be submitted directly from SAT/ ACT. It is student's responsibility to request test scores through ACT/SAT.  
\*Additionally, it is the student's responsibility to verify that official transcripts have been received by colleges/universities

**Option 2: Print\* \_\_\_\_\_ Official Transcript(s)** to be picked up by the student or parent/guardian. Transcripts not picked up within 30 days of the request will be destroyed and a new request will need to be submitted and paid for again.

**Option 3: Print\* \_\_\_\_\_ Unofficial Transcript(s)** to be picked up by the student or guardian. Transcripts not picked up within 30 days of the request will be destroyed and a new request will need to be submitted and paid for again.

**Option 4: Official Transcripts** sent electronically to the following portals.

1. SendEDU \_\_\_\_\_
2. Common Application \_\_\_\_\_
3. Coalition \_\_\_\_\_
4. Email to University/College \_\_\_\_\_ Email Address: \_\_\_\_\_

**\*All test scores reported to the high school will appear on Printed Transcripts unless a student specifically requests that a test score be removed. Any change will remain in effect until another transcript change request is made by the student.**

Please \_\_\_\_\_ (Remove/Include) the following test scores from my printed transcript:

Test _____ Date _____ Signature _____	Test _____ Date _____ Signature _____	Test _____ Date _____ Signature _____	Test _____ Date _____ Signature _____
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<b>OFFICE USE ONLY</b>	Number of Electronic Transcripts: _____ Initials: _____ Date: _____ Number of Printed Transcripts: _____ Initials: _____ Date: _____ Printed Transcripts Received by: _____ Date: _____	<b>Total Paid</b> _____
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**Final Transcripts (available 30 days AFTER graduation)**