

TITUSVILLE HIGH SCHOOL
TRANSCRIPT REQUEST FOR CURRENTLY ENROLLED STUDENTS,
INCLUDING 2020 GRADUATES
PLEASE DOWNLOAD, SAVE, AND EMAIL ATTACHMENT TO:

WILLIAMS.KARENJ@BREVARDSCHOOLS.ORG

_____ **Last Name, First Name**

_____ **Graduation Year**

During the time of school closures, please use this form to request transcripts to be sent to a post-secondary institution or to a home address. The **transcript processing time is 2 - 4 working days.**

Transcripts sent through FASTER/SPEEDE/EXPRESS:

The State of Florida has removed **all college entrance exam scores (SAT and ACT)** from transcripts sent through the FASTER system to post-secondary institutions.

Please **electronically submit transcripts** to the following schools (only available to Florida Public Post-Secondary Schools):

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

NOTE: Many colleges/universities require official test scores to be submitted directly from SAT/ACT. It is the **student's responsibility** to request test scores be sent to those schools either at the time of registration or for a fee at a later date. If test scores have never been sent, the student can specify what test dates SAT/ACT send to the colleges/universities.

Transcripts "Hand-Carried" or Mailed to colleges or universities:

I hereby authorize Titusville High School to release my transcript to the person(s) or institution(s) indicated on this form with the following option:

- YES**, I give permission to Titusville High School to release my SAT (SAT, SA1, SA2, SA3 and PSAT) and ACT (ACT and PLAN) test results to the requested post-secondary institution or organization.
- NO**, I do not give permission to Titusville High School to release my SAT (SAT, SA1, SA2, SA3 and/or PSAT) test results from the following test date(s): _____ to the requested post-secondary institution or organization.
- NO**, I do not give permission to Titusville High School to release my ACT (ACT and/or PLAN) test results from the following test date(s): _____ to the requested post-secondary institution or organization.

_____ **Student Signature**

and

_____ **Parent Signature (if student is under 18)**

Please **mail** unofficial transcripts to my home address: _____

List name of college/university/scholarship official transcripts are to be mailed to.

1. _____ 2. _____ 3. _____

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