

## 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. 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. **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 an Electronic Transcript** to the following Florida post-secondary institution(s) written below:

- |          |          |
|----------|----------|
| 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. **Number of Transcripts:** \_\_\_\_\_

**Option 3: Print\* Unofficial Transcript(s)** to be picked up by the student or parent/guardian. **Number of Transcripts:** \_\_\_\_\_

**Option 4: Email Unofficial Transcript to Parent/Student:** \_\_\_\_\_

**Option 5: Have Official Transcripts** sent electronically to the following portals.

1.  Common Application

- a. Name of School Counselor: \_\_\_\_\_
- b. Name of School for Final Transcript: \_\_\_\_\_

2.  Email PDF of Transcript to University/College (list name and email of school(s) below)

- |                  |                      |
|------------------|----------------------|
| a. School: _____ | Email Address: _____ |
| b. School: _____ | Email Address: _____ |
| c. School: _____ | Email Address: _____ |
| d. School: _____ | Email Address: _____ |
| e. School: _____ | Email Address: _____ |

IF YOU WOULD LIKE TO HOLD FOR FINAL TRANSCRIPTS TO BE SENT, CHECK THE BOX BELOW\*

**Final Transcripts**

\*We will wait to send any **final, official** transcripts ordered above to the school(s) identified until your final transcript is ready, 30 days post-graduation.

**All test scores reported to the high school will appear on Printed Transcripts unless a student specifically requests that a test score be removed.**

Please remove the following test scores from my printed transcript:

|                                             |                                             |                                             |                                             |
|---------------------------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|
| Test _____<br>Date _____<br>Signature _____ | Test _____<br>Date _____<br>Signature _____ | Test _____<br>Date _____<br>Signature _____ | Test _____<br>Date _____<br>Signature _____ |
|---------------------------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|

|                                |                                                                                                                                                                                               |                                                  |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| <b>OFFICE<br/>USE<br/>ONLY</b> | Number of Electronic Transcripts: _____ Initials: _____ Date: _____<br>Number of Printed Transcripts: _____ Initials: _____ Date: _____<br>Printed Transcripts Received by: _____ Date: _____ | Total Owed<br>\$ _____<br>Total Paid<br>\$ _____ |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|