



For Office Use Only	
Date Form Rcvd:	_____
Date Pmt Rcvd:	_____
Amount Rcvd:	_____
Date Processed:	_____

# Transcript Request Form

Requests will be processed within 3 business days of submission of form and payment (if applicable).  
**Payment MUST be made on My School Bucks (no cash accepted).**

Student/Alumni Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

- 1. **Student Permanent Record Summary** Yes       Quantity: \_\_\_\_\_      Fee: \$2.00 per copy
- 2. **Unofficial Printed Transcript**                      Yes       Quantity: \_\_\_\_\_      Fee: \$2.00 per copy
- 3. **Official Printed/Sealed Transcript**              Yes       Quantity: \_\_\_\_\_      Fee: \$3.00 per copy
- 4. **Official Transcript (EMAIL only)**              Yes       Fee: \$3.00 up to 5 emails  
<sup>1</sup>MUST provide college/university/scholarship name & email address below
- 5. **Official Electronic Transcript**                      Yes       Fee: No Charge  
<sup>2</sup>MUST provide college/university name below

<sup>1</sup>**Option 4 (EMAIL):** Includes one official printed transcript - \$3 fee includes up to 5 email addresses  
 \*\*STUDENT IS RESPONSIBLE FOR VERIFYING IF OFFICIAL TRANSCRIPTS WILL BE ACCEPTED BY EMAIL

<sup>2</sup>**Option 5:** Please see page 2 for complete list of colleges/universities accepting electronic transcripts

- 1. \_\_\_\_\_  
Full Name of College/University & Email Address (if applicable)
- 2. \_\_\_\_\_  
Full Name of College/University & Email Address (if applicable)
- 3. \_\_\_\_\_  
Full Name of College/University & Email Address (if applicable)
- 4. \_\_\_\_\_  
Full Name of College/University & Email Address (if applicable)
- 5. \_\_\_\_\_  
Full Name of College/University & Email Address (if applicable)

\_\_\_\_\_  
 PARENT/GUARDIAN SIGNATURE (if student is under 18) or  
 STUDENT SIGNATURE (if student is 18 or older)

\_\_\_\_\_  
 Date

## **OPTION 5 – Electronic Transcript**

**CAN ONLY BE SENT TO THE FLORIDA COLLEGES/UNIVERSITIES LISTED BELOW  
USING FASTER (FLORIDA AUTOMATED SYSTEM FOR TRANSFERRING EDUCATIONAL RECORDS)**

**\*IF SCHOOL OF CHOICE IS NOT LISTED BELOW, YOU MUST CHOOSE EITHER OPTION 3 OR OPTION 4 FOR AN OFFICIAL PRINTED/EMAILED TRANSCRIPT**

Broward College
Chipola College
College of Central Florida
Daytona State College
Eastern Florida State College
Florida A & M University
Florida Atlantic University
Florida Gateway College
Florida Gulf Coast University
Florida International University
Florida Keys Community College
Florida Polytechnic University
Florida Southwestern State College
Florida State College at Jacksonville
Florida State University
Gulf Coast State College
Hillsborough Community College
Indian River State College
Lake Sumter Community College
Miami-Dade College

New College of Florida
North Florida Community College
NW Florida State College
Palm Beach State College
Pasco-Hernando State College
Pensacola State College
Polk State College
Santa Fe Community College
Seminole State College
South Florida State College
St. Pete College - Clearwater
St. Pete College – St. Pete
St. Johns River State College
Tallahassee Community College
University of Central Florida
University of Florida
University of North Florida
University of South Florida
University of West Florida
Valencia College

**LINK TO MSB PAYMENT:**



[https://www.myschoolbucks.com/ver2/prdembd?ref=ZZJXUO50800OSV0\\_ZZ600N5QBQ7ZJC5](https://www.myschoolbucks.com/ver2/prdembd?ref=ZZJXUO50800OSV0_ZZ600N5QBQ7ZJC5)