Coral Springs High School
7201 West Sample Road, Coral Springs, FL 33065 **T:** (754) 322-0500 **F:** (754) 322-0568

Ms. Maria Marco, Registrar
maria.marco@browardschools.com

TRANSCRIPT REQUEST

Instructions:

- **<u>If you last attended Coral Springs HS before 2020, you must contact the district's Records Retention Office at (754) 321-3150 to receive your school records.</u>**
- To request transcripts, please complete this form and submit it in-person OR email a copy to maria.marco@browardschools.com.
- You **must** submit this form with a copy of your valid ID for the request to be processed.

Date: _____ **Student Number:** _____

Last Name: _____ **First Name**: _____

Date of Birth: _____/_____/_____ **Graduation Year:** _____

Email Address: _____

Phone Number: _____

Please indicate the type of transcript(s) requested below:

☐ I would like to request an **official** transcript pick-up # of copies: ____.

☐ I would like to request an **unofficial** transcript pick-up # of copies: ____.

☐ I would like my official transcript to be mailed

Institution Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
# of copies: ____.

☐ I would like for my official transcript to be sent electronically to the following school(s):

- ☐ Broward College
- ☐ Valencia College
- ☐ Tallahassee Community College
- ☐ Florida Atlantic University
- ☐ Florida Gulf Coast University
- ☐ Florida A&M University
- ☐ University of Miami
- ☐ University of North Florida
- ☐ University of West Florida
- ☐ Palm Beach State College
- ☐ Miami-Dade College
- ☐ Seminole Community College
- ☐ Florida International University
- ☐ Florida Polytechnic University
- ☐ Florida State University
- ☐ University of Florida
- ☐ University of Central Florida
- ☐ University of South Florida

Transcripts will be ready for pick-up within five (5) business days. Please allow forty-eight (48) hours for electronic requests to be processed.