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: _____
DOB: _____ Contact (Phone/Email): _____

1. **Unofficial Printed Transcript** **Yes** ☐ **Quantity:** _____ **Fee: $2.00 per copy**

2. **Official Printed/Sealed Transcript** **Yes** ☐ **Quantity:** _____ **Fee: $5.00 per copy**

3. **Official Electronic Transcript** **Yes** ☐ **Fee: No Charge**
   See page 2 for list of colleges/universities accepting electronic transcripts using FASTER
   [MUST provide college/university name below]

4. **Official Transcript (EMAIL)** **Yes** ☐ **Fee: No Charge up to 5 emails**
   Student is responsible for verifying if official transcript will be accepted by email
   Includes 1 printed, official transcript
   [MUST provide email address below]

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 **Date**
STUDENT/ALUMNI SIGNATURE (if student is 18 or older)

OPTION 5 – Electronic (FASTER) Transcript

ONLY APPLIES TO FLORIDA COLLEGES/UNIVERSITIES LISTED BELOW

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 AND/OR EMAILED TRANSCRIPT

Broward College	New College of Florida
Chipola College	North Florida Community College
College of Central Florida	NW Florida State College
Daytona State College	Palm Beach State College
Eastern Florida State College	Pasco-Hernando State College
Florida A & M University	Pensacola State College
Florida Atlantic University	Polk State College
Florida Gateway College	Santa Fe Community College
Florida Gulf Coast University	Seminole State College
Florida International University	South Florida State College
Florida Keys Community College	St. Pete College - Clearwater
Florida Polytechnic University	St. Pete College – St. Pete
Florida Southwestern State College	St. Johns River State College
Florida State College at Jacksonville	Tallahassee Community College
Florida State University	University of Central Florida
Gulf Coast State College	University of Florida
Hillsborough Community College	University of North Florida
Indian River State College	University of South Florida
Lake Sumter Community College	University of West Florida
Miami-Dade College	Valencia College

LINK TO MSB PAYMENT:

Click here for MySchoolBucks Payment