



Boca Raton Community High School

1501 Northwest 15th Court • Boca Raton, Florida 33486

Phone: (561) 338-1400 • Facsimile: (561) 338-1440

Principal Joshua Davidow, Ed.D.

AICE Transcript Request Process

Below is the information you will need to send official AICE transcripts **directly to your university or college:**

Visit the online Grade Transcript Service: <https://gradetranscripts.cambridgeinternational.org/>

To send official grade transcripts to US institutions for college credit, students must set up a Cambridge online account using their name and email address, and then complete the grade transcript form. Students will need the following information:

Student's name, date of birth, and email address

A picture of student's valid ID (i.e., passport, birth certificate, driver's license)

Exam series, center name or number, and candidate number

Institution(s) where they wish to send grades

Your Exam Series: This will begin with either "June" or "November" followed by the year taken.

Center Name: Boca Raton Community High School

Center Number: US818

Please note: Cambridge charges a **\$17 fee per institution**. Students can pay the \$17 fee for each transcript request, per institution, online by Visa, Mastercard, or American Express.

Students who need assistance or are unable to complete the online grade transcript form should contact customer service by email at info@cambridgeinternational.org or by phone at [917-810-2660](tel:917-810-2660) (toll free, open 24 hours from Saturday 8:00 pm to Friday 7:59 am, Eastern Time).

I hope that this helps 😊

Olivia Hansen – AICE Coordinator

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A University of Cambridge
International Center



Accredited by the Southern
Association of Colleges and Schools

Florida Department of
Education Grade:

