

TRANSCRIPT REQUEST FORM

Records/Transcripts for years attended before 2014 are not available at the school level – Must be requested from the School Board of Polk County (Does not include Health Science Records/Transcripts)

<p>Please print your name and address clearly. Include NAME ATTENDED UNDER, if different.</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Daytime Phone: _____</p>	<p>SSN / ID #: _____</p> <p>Date of Birth _____</p> <p>Program Attended _____</p> <p>Currently Enrolled: _____ Yes _____ No</p> <p>If No, Year Last Attended: _____</p> <p>High School: _____ Adult: _____ Day: _____ Evening: _____</p> <p style="text-align: center;">Check all that apply (Office Use Only):</p> <p>_____ Do Not Hold _____ Hold till end of Semester/Term</p> <p>_____ Hold for Certificate _____ Hold for Final Grades</p>												
<p><input type="checkbox"/> Mail transcript to: (Fill out a form for EACH address.)</p> <p>Send to: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Fax #: _____</p> <p>Telephone #: _____</p> <p><input type="checkbox"/> Do <u>not</u> mail. I will pick up.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; border-bottom: 1px solid black;"><u>OFFICIAL TRANSCRIPTS</u></th> </tr> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Number of Copies</u></th> <th style="text-align: right; border-bottom: 1px solid black;"><u>Amount Due</u></th> </tr> <tr> <td style="border-bottom: 1px solid black;">_____ Regular (mailed within 7 business days) \$8.00 each</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <th colspan="2" style="text-align: center; border-bottom: 1px solid black;"><u>UNOFFICIAL TRANSCRIPTS</u></th> </tr> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Number of Copies</u></th> <th style="text-align: right; border-bottom: 1px solid black;"><u>Amount Due</u></th> </tr> <tr> <td style="border-bottom: 1px solid black;">_____ Regular (mailed within 3-5 business days) \$8.00 each</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </table> <p style="text-align: center;"><u>ALL TRANSCRIPTS ARE SENT VIA REGULAR MAIL.</u></p> <p>** IN PERSON - CASH, MONEY ORDER OR CREDIT CARDS ACCEPTED**</p> <p>***BY MAIL - MONEY ORDERS ACCEPTED ONLY, PAYABLE TO TRAVISS TECHNICAL COLLEGE***</p>	<u>OFFICIAL TRANSCRIPTS</u>		<u>Number of Copies</u>	<u>Amount Due</u>	_____ Regular (mailed within 7 business days) \$8.00 each	_____	<u>UNOFFICIAL TRANSCRIPTS</u>		<u>Number of Copies</u>	<u>Amount Due</u>	_____ Regular (mailed within 3-5 business days) \$8.00 each	_____
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<p>I HEREBY AUTHORIZE TRAVISS TECHNICAL COLLEGE TO RELEASE MY ACADEMIC RECORDS.</p> <p>_____ Signature</p> <p>_____ Date</p>	<ul style="list-style-type: none"> No transcript will be released without student's written request. Financial obligations must be cleared before transcripts can be released. Request will be honored as quickly as possible in the order in which they are received. 												

FOR OFFICIAL USE ONLY

Date Received:	TRANSCRIPT FOR:
	High School _____
Date Sent:	Adult _____
	Program Attended _____

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, ethnicity, religion, national origin, sex, age, gender, marital status, disability, genetic information, or other basis prohibited by law in any of its programs, services, activities or employment practices. The Board will provide equal access to its facilities to the Boy Scouts and other identified Title 36 patriotic youth groups as required within 34 C.F.R. 108.9.

In accordance with Vocational Guidelines, the lack of English language skills will not be a barrier for admission and participation in our CTE programs.

To file concerns, you may contact the Equity & Compliance Analyst in Human Resource Services at (863) 534-0781 ext. 570, or P.O. Box 391 Bartow, Florida 33831.