



Request for Transcripts  
\*\*Allow 24 hours to process request.\*\*  
You will receive an email when your  
Transcript is ready for pick up  
or has been sent to the college.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

ID# \_\_\_\_\_ Grade \_\_\_\_\_ Graduation Year \_\_\_\_\_

Student email: \_\_\_\_\_

Indicate below the number of transcripts needed or the school to which Electronic Copies are being sent.

Note: You are allowed 3 free hard copies.

How Many Copies?	Electronic Copy Directly to College	Using a College Admission Application?
___ Unofficial Printed Copy	1. _____	Common App _____
	2. _____	SENDeDu _____
___ Official Printed Copy	3. _____	Parchment _____

I WANT MY ACT/SAT SCORES PRINTED ON MY TRANSCRIPTS YES OR NO (circle your choice)

**This Document is for Current Students ONLY.**

**Previous graduates must go to [www.scpsfl.scriborder.com](http://www.scpsfl.scriborder.com) to request their Transcripts.**