

Transcript Request



Oakleaf High School
4035 Plantation Oaks Blvd.
Orange Park, FL 32065

Transcript Request: Please complete, sign and return this form to room 120A to request ANY type of transcript.
(Official, Unofficial, Electronic, Hard/paper copies, Mailed or Hand carried)

A fee of \$3 must be enclosed with the request for any type of hard copy. Electronic copies are free of charge.

Full Name _____ Maiden _____

Student ID# _____ Date of Birth ___/___/___ Year of Graduation _____

Current Street Address _____ City _____

State ____ Zip Code _____ Phone Number _____

Student Signature _____

Check next to the schools that you have applied. Do NOT request transcripts until you have completed an application for the college.

Electronic Transcripts: FREE

___ SJRSC St. Johns River State College	___ USF University of South Florida
___ UF University of Florida	___ University of Miami
___ FAU Florida Atlantic University	___ Stetson University
___ UNF University of North Florida	
___ FIU Florida International University	___ NCAA
___ UCF University of Central Florida	___ NAIA
___ FSCJ Florida State College Jacksonville	

Mailed or Hand carried Transcript: \$3 charge per transcript

Please send my transcript to the following:

Name of School or Scholarship _____

Address _____ City _____ State ____ Zip Code _____

Don't mail my transcripts- I'll pick them up.

Please Note: Due to the Privacy Act, if you wish for a third party (e.g. a family member/friend) to collect the transcript on your behalf, you must provide your written permission with this request stating whom the transcript may be given to. The person will be asked for identification.

Office Use Only: Date prepared _____ Date picked up _____ Date mailed _____ FASTER date _____