

# TRANSCRIPT REQUEST FORM

Last Name, First Name: \_\_\_\_\_

Student # \_\_\_\_\_

Graduation Year: \_\_\_\_\_

Date: \_\_\_\_\_

**I UNDERSTAND that each transcript will cost \$1.00** (Electronic transmission Official or Unofficial) and that the transcript processing time is typically 1-2 business days. Transcripts must be picked up within 30 days of request or they will be destroyed and a new request will need to be submitted.

## **ELECTRONIC TRANSCRIPTS**

(Sent through FASTER/SPEEDEXPRESS) *Florida Public Universities ONLY*

The State of Florida has removed all college entrance exam scores (SAT/ ACT) from transcripts sent through the FASTER system to universities. The FASTER system is only available to Florida Public Universities:

Please send my transcripts to the following schools: **Florida Public Universities ONLY**

1) \_\_\_\_\_

4) \_\_\_\_\_

2) \_\_\_\_\_

5) \_\_\_\_\_

3) \_\_\_\_\_

6) \_\_\_\_\_

**ACT/SAT TEST SCORES:** PLEASE NOTE that Colleges/ Universities require official test scores to be submitted directly from the ACT/SAT test centers. You need to contact ACT/SAT directly to have your scores submitted. Bear in mind, if you listed any college/ university when you registered for the test they will automatically have those scores sent to the respective colleges that you listed.

## **PRINTED TRANSCRIPTS**

("HAND- CARRIED" or "MAILED" by you to the Colleges or University of your choice)

I hereby authorize Melbourne HS to release my transcript to the person's /universities /scholarship fund indicated on this form:

\_\_\_\_\_ **YES,** I give permission to Melbourne HS to release my son/daughter's TEST SCORES with this transcript.

\_\_\_\_\_ **NO,** I DO NOT give permission to Melbourne HS to release my son/daughter's SAT related TEST SCORES with this transcript for the following test dates \_\_\_\_\_.

\_\_\_\_\_ **NO,** I DO NOT give permission to Melbourne HS to release my son/daughter's ACT or PLAN TEST SCORES with this transcript for the following test dates \_\_\_\_\_.

1. Please print \_\_\_\_\_ official transcripts  
Qty

2. Please print \_\_\_\_\_ unofficial transcripts  
Qty

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

(IF STUDENT IS UNDER 18)

**OFFICE USE:** RECEIVED: \_\_\_\_\_ PAID: \_\_\_\_\_ PRINTED: \_\_\_\_\_ ELECTRONIC: \_\_\_\_\_ OFFICE STAFF: \_\_\_\_\_