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**\*\*\*ALL RECORDS PRIOR TO 2010\*\*\***

**MUST contact**

**Records Retention Office @ 754-321-3150**

**OR Click Here to Access the Form**

## **2010-Present Education Verification / Records / Transcripts**

### **TRANSCRIPTS**

- 2010 – Current Students
  - Allow 2-3 Business Days
  - NO Phone Requests
  - NO Verbal Requests
  - MUST Attach a Photo ID (If not a current student)  
to the **COMPLETED TRANSCRIPT REQUEST FORM** ([click here to access the TRANSCRIPT REQUEST FORM](#))
  - MUST BE IN WRITING
    - In Person
      - ***after 2:30 pm – we DO NOT allow visitors on campus during school hours***
    - By FAX
      - 754-322-0330
    - By EMAIL
      - [dina.otoole@browardschools.com](mailto:dina.otoole@browardschools.com)

### **RECORDS / VERIFICATIONS:**

**Student Enrollment, Graduation Status/Verification, Immunizations, Social Security Forms or other government agency forms**

- 2010 – Current Students
  - Allow 2-3 Business Days
  - NO Phone Requests
  - NO Verbal Requests
  - MUST BE IN WRITING
    - In Person
    - By FAX
      - 754-322-0330
    - By EMAIL
      - [dina.otoole@browardschools.com](mailto:dina.otoole@browardschools.com)
  - Must INCLUDE the Following Information
    - Student Name
    - Student Date of Birth
    - Student Photo ID
    - Student Signature  
(if not a current student or over the age of 18)