

Cooper City High School
Attn: Registrar
9401 Stirling Rd
Cooper City, FL 33328

- Contact our RECORDS RETENTION for transcript request for **2011 and prior at 754-321-3150, CCHS no longer have these records.**
- Request for Cooper City High Transcripts for students that graduated from the year **2012 and above** please complete the following information, along with a \$3.00 processing fee** (money order payable to Cooper City High School) to the above address. If requesting multiple copies please complete a form and fee for each request.
- Electronic Transcripts to a Florida Public School are free but for is still need to be filled out and signed (2012 and above only, prior years still must go through record retentions).

Name of Student _____ D.O.B. _____

Mailing Address _____

Student number _____ SSN _____

Contact Phone: _____ Graduation year or last year attended CCHS _____

Select One:

_____ Please send my transcript electronically to a Florida Public College (cost Free).

TO: _____

_____ I, or _____ (authorized by me) will pick up the transcript

_____ Mail the transcript to the **address above*****

_____ Mail the transcript to the **address below:**

Name/College _____

To the Attn.of: _____

Street ddress: _____

City, State, Zip _____

Signature of Student

Date

**No Checks please

***Transcripts are mailed in official envelopes. A transcript envelope should **remain UNOPENED** until delivered or mailed to the intended recipient.