



The School Board of Broward County
Records Retention
Transcript Request

7720 W. Oakland Park Blvd., 3rd Floor
 Sunrise, FL 33351

Instructions: This form is for students requesting transcripts from 7 years ago and prior. If you attended within the last 7 years, contact your last school. Mail this form and **copy of identification** to Records Retention, to address shown above. Transcript fee for each copy is \$3.00 for official (College, Employment, SS, etc.) OR \$7.00 for certified (Immigration, Subpoenas, etc.), cash or money order only made to: The School Board of Broward County. No personal checks accepted. **All request received incomplete or unacceptable will be returned immediately.**

Check one:
 OFFICIAL ___ CERTIFIED___

*This form is not for GED request.

*Student Name _____ *DOB _____
 Married/Other Name _____ SSN _____
 *Home Phone _____ Work _____ Cell _____
 E-Mail Address _____ *Number of Copies: _____

*Last public BROWARD County school(K-Votech) _____
 *Last year in school _____ Did you graduate? Yes OR No If no, last grade attended _____
 Program Title (if applicable) _____ Attendance Dates _____
 Did you complete the tech program? Yes or No, \$3 Elem___\$3 Middle___\$3 High___\$3 Tech___

Mail to:

Name _____
 Address _____

 City _____ State _____ Zip _____

Mail to:

Name _____
 Address _____

 City _____ State _____ Zip _____

Authorization Statement and Authorized Signature

I certify, under penalty of perjury, pursuant to Florida Statute Section 92.525, that I am the former student requesting my records. I hereby authorize the release of records or information as instructed above.

*Student INK Signature _____

Date _____ ATTACH PHOTO ID BEFORE MAILING *REQUIRED