

# Withdrawals

Withdrawals are not necessary over the summer break. Simply pre-register at the school where the student will begin in August and that school will contact J.P. Taravella High.

Depending on where the student is going next, you may need a transcript. If the student is going to a private school, or a school outside of Broward, you may contact the district records department through their online portal for more information: [www.browardschools.com/transcripts](http://www.browardschools.com/transcripts) Please note that ONLY the registering parent may withdraw a student from school for the current year.

Only the registering parent may withdraw a student from school for the current year. If you are the registering parent and are seeking to withdraw a student from J.P. Taravella High School during the year, please come to the school to request a withdrawal of your student.

# Change Of Address

If a current student has changed address, please notify us right away.

You may come to the school and bring two proofs of address and the address will be updated.

Or you may send an email to: [Tah\\_registration@browardschools.com](mailto:Tah_registration@browardschools.com)

In the subject, type the student's name and the words, "Address Change". (example: "Doe, John – Address Change")

In the body of the email please tell us the best phone number and times for reaching you, then, attach the following:

- o A completed registration form.

1. Registration Form: English | Spanish | Haitian Creole | Portuguese - To be completed and digitally signed by the parent that will be providing the proof of address. Fill completely
2. Photo ID of the registering parent who will be providing proof of address and who has signed the form.

1.Primary proof of address as defined by Broward County Public Schools, in the registering parent's name. Usually this means:

- Property Tax bill
- Homestead exemption
- Deed

- Recent mortgage statement
- Home purchase contract
- Or Current notarized lease agreement.
- One of the other proofs of address accepted by Broward Schools.

Details on how to provide proof of address and other alternatives can be found at:

<https://www.browardschools.com/Page/36242>

## Transcripts

**All requests require a valid photo ID to confirm identity. Without ID, we will not be able to process your request.**

### Who can request a transcript?

Transcripts can be requested by:

- The student or the parent of a current student
- The parent of a former student if the child is 17 years old or younger

### Where do I request a transcript?

### Am I eligible to request from J.P. Taravella High School?

- Current 12th grade students: request through the Naviance app on Clever.
- Current 9-11th grade students: request from J.P. Taravella High by following the steps below.
- Former students: If your last year in Broward Schools was before 08/01/2017 you MUST go to:  
1. [www.BrowardSchools.com/Transcripts](http://www.BrowardSchools.com/Transcripts)

- **Former JPTHs students:** If your last year in Broward Schools was on or after 08/01/2017, you may request your transcripts from J.P. Taravella High by following the steps below. I am eligible to request from J.P. Taravella High School.

## How do I make the request?

Current 12th grade students must request through the Naviance app on Clever Current 9-11th grade students may request from J.P. Taravella High by following the steps below. Former students from after 08/01/2017 can follow the 4 steps below.

1. Write your request on paper. Even if you plan to email your request, we need it written and SIGNED. You can take a picture of it later if you decide to email it. Include the following information:
  - **WHO?** Name of the student
  - **From WHEN?** The last year the student attended J.P. Taravella High (must be on or after August 2017)
  - **To WHERE?** We can send your transcript 3 ways.
    1. For a free electronic official transcript - name a school from the list below. If your school is not on the list, you cannot choose this option.
    2. For a free unsigned PDF - provide an email address where you would like us to send the unsigned PDF.
    3. For a paper copy of your official transcript - provide a mailing address so we can mail it to that address directly. There will be a \$3 charge.
  - SIGN and DATE your request
2. There are 2 ways to make a payment for a paper copy. If you are requesting an electronic copy, skip this step.
  - If you want to mail your request, the \$3 payment can be made by money order made out to J.P. Taravella High School.
  - If you are making your request via email, you can pay online. You MUST include your receipt number in your email.

<https://osp.osmsinc.com/BrowardFL/BVMModules/CategoryTemplates/Detailed%20List%20with%20Properties/Category.aspx?categoryid=B2751>

3. Show Proof of identity.

- If you want to mail your request, include a photocopy of your valid, official photo ID (like a driver's license).
- If you are making your request via email, take a picture of your valid, official photo ID (like a driver's license), then attach it to the email.

4. Send us your request, payment, and ID.

- You can mail your request, payment, and photocopy of your ID to: o J.P. Taravella High School – Registrar 10600 Riverside Dr. Coral Springs, FL 33071
- OR you can email us your request. Include a picture of your written and signed request, electronic payment receipt number (for paper copies), and picture of your ID, to:

[Tah\\_registration@browardschools.com](mailto:Tah_registration@browardschools.com)

## **Which schools accept official free electronic transcripts from Broward Schools?**

We can only send free, official electronic transcripts to these Colleges and Universities through the district's official transcript system:

- Barry University
- Brevard Community College
- Broward College
- Central Florida Community College
- Chipola Junior College
- Daytona Beach Community College
- Daytona State College
- Doral College
- Edison Community College
- FAMU
- Florida Atlantic University
- Florida Community College Jacksonville
- Florida Gateway College
- Florida Gulf Coast University
- Florida Keys Community College

- Florida International University
- Florida Polytechnic University
- Florida State University
- Florida South Western State
- Gulf Coast Community College (This is not FGCU) o Hillsborough Community College
- Indian River State College
- Johnson and Wales University
- Keiser University
- Lake-Sumter Comm College o
- Manatee Community College
- Miami-Dade College o New College of Florida
- North Florida Junior College
- Northwest Florida State
- Okaloosa-Walton Comm College
- Palm Beach State College
- Pasco-Hernando Comm
- Pensacola Junior College
- Polk Community College
- Santa Fe Community College
- Seminole State College
- South Florida Junior College
- State College of Florida
- Stetson University
- St. John's River Comm. College
- St. Petersburg Junior College
- St. Thomas University
- Tallahassee Community College
- University of Central Florida
- University of Florida
- University of Miami
- University of North Florida o University of South Florida
- University of West Florida
- Valencia Community College

Electronic transcripts take 3 school days to arrive at your school, so please check with them after that time to make sure they have been received. If they do not receive them in that time you can order paper copies of your transcripts. What if my question is not answered on this page? For any questions regarding transcripts, please email: [Tah\\_registration@browardschools.com](mailto:Tah_registration@browardschools.com)