

TRANSCRIPTS

IMS/Registrar: Erica Bell 754-323-1676 or Erica.bell@browardschools.com

Requests for transcripts **MUST BE IN WRITING!** We cannot accept emails, phone calls or faxes. Please plan ahead. Due to very high volume, there is a turnaround time of 2-3 days.

If you are authorizing someone else to submit/pick up your request for you then you must provide a copy of your photo ID and written permission with your request.

CLASS OF 2016: YOU MUST ORDER YOUR FINAL TRANSCRIPT BEFORE YOUR LAST DAY OF SCHOOL. THIS IS REQUIRED BY ALL COLLEGES AND UNIVERSITIES AS IT WILL HAVE YOUR FINAL GRADES AND GRADUATION DATE DOCUMENTED. IT IS RECOMMENDED THAT YOU ORDER AN OFFICIAL HARD COPY TO TAKE WITH YOU BEFORE YOU LEAVE FOR COLLEGE.

YOU WILL RECEIVE ONE FREE HARD COPY OF YOUR FINAL TRANSCRIPT ONLY. AFTER THAT IT IS \$2.00 FOR EACH ADDITIONAL HARD COPY (FREE IF YOU QUALIFY FOR FEE WAIVERS).

ATHLETES: Please order your final transcript to be sent to the NCAA if you are playing sports in college.

ACT Scores: Request them on www.act.org

SAT Scores: Request them on www.collegeboard.org

AP Scores: Request them on www.collegeboard.org

FOR CURRENT STUDENTS:

Students can come to Ms. Bell's office (located in the 11th and 12th grade office) to pick up/complete/return a Transcript Request Form. It is to be dropped off in the GREEN drop box located on Ms. Lebbage's desk. **If you are requesting a transcript for any non-educational purpose (scholarships, volunteer opportunities, etc.) a parent signature is REQUIRED for authorization if student is under 18 years old.** There is a separate PINK form for this type of request located in the same place as the regular transcript request for colleges.

Requests can be made before school or during lunch ONLY!!

If you are requesting your transcript to be sent to a FL Public University through the FASTER System electronically you may need to provide your SS Card if your SSN is not on file with the school.

Transcript Requests not being processed through FASTER are processed through Parchment. You will create your own account on www.parchment.com. This will allow you to collect and manage your credentials in a central online profile. Parchment supports sending your transcript to ANY destination worldwide – electronically or via traditional mail delivery. For more information see the tutorials here: www.parchment.com/studentkit. Fee waivers are available if you are on free or reduced lunch and cover the cost of sending 4 transcripts through Parchment.

FOR GRADUATES OF 2009-2015:

You may also come in to the office to submit a request. If you are unable to come in, please print and complete the Transcript Request Form here

<http://www.broward.k12.fl.us/novabrace/Dreamweaver%20Art/Transcript%20Request%20Form%202015.pdf>

Mail To:

Nova High School
Attn: Erica Bell
3600 College Ave.
Davie, FL 33314

Graduates of 2009-2015 may also use Parchment. You will create your own account on www.parchment.com. This will allow you to collect and manage your credentials in a central online profile. Parchment supports sending your transcript to ANY destination worldwide – electronically or via traditional mail delivery. For more information see the tutorials here: www.parchment.com/studentkit.

FOR GRADUATES OF 2008 & BEFORE:

Contact the Records Retention Office at 754-321-3150 or click here

<http://www.browardschools.com/departments/records-retention> to access their website for more information on how to obtain a copy of your educational records.