SOUTHEASTERN HIGH SCHOOL TRANSCRIPT REQUEST FORM

Graduate First Name: Last Name: DOB: (MM / DD / YYYY)

This document is an official Transcript Request Form for Southeastern High School graduates and students. In order to have your transcript(s) request processed promptly: 1) COMPLETE THIS FORM: Follow the instructions in SECTION 1 to indicate where you would like your official transcript(s) to be sent. You may select up to two (2) destinations per form. 2) PROVIDE A MONEY ORDER or PROVIDE CREDIT CARD INFORMATION for the correct amount. **Each official transcript requires a $10.00 payment.** If you would like to have your transcripts sent via FedEx, you must include an additional $32.00 per destination. **NOTE:** if you elect to have your transcripts sent by FedEx, your transcripts will be sent overnight ONCE THEY ARE PREPARED. Selecting FedEx delivery DOES NOT MEAN your transcripts will be prepared overnight. 3) SEND THIS FORM AND PAYMENT INSTRUMENT (MONEY ORDER IF ANY) to Southeastern High School/ Office of Academic Records, 3241 Executive Way, Miramar, FL 33025. If you are paying by credit card, you may also fax this COMPLETED form to 954-538-8042 (Attention Office of Academic

SECTION 1: Where do you want your transcripts to be sent?

DESTINATION 1: ☐ **School** ☐ **Employer** ☐ **Student's Home** ☐ **<u>** SEND BY FEDEX (Include an additional $32.00)</u>**

School / Company Name:

* Address:

City:

State: Zip Code: – Attention / Telephone Number for FedEx:

DESTINATION 2: ☐ **School** ☐ **Employer** ☐ **Student's Home** ☐ **<u>** SEND BY FEDEX (Include an additional $32.00)</u>**

School / Company Name:

* Address:

City:

State: Zip Code: – Attention / Telephone Number for FedEx:

*ATTENTION: It is the responsibility of the student / graduate or his/her parent/guardian to provide Southeastern High School with a COMPLETE mailing address for the transcript destination, including department, office or contact name/title.PLEASE BE AWARE that many colleges, universities, technical schools and employees have very large and/or multiple campuses. Unless a specific destination address is provided, it is likely that your transcript will be lost or misplaced by the receiving institution or employer. NO employee or age of Southeastern High School will undertake research in order to find the correct, complete mailing address for your intended transcript destination. YOUR TRANSCRIPT(S) WILL BE SENT TO THE ADDRESS(ES) YOU INDICATE ON THIS FORM.

****PLEASE NOTE: Federal Express (FedEx) WILL NOT deliver to a P.O. Box. You must provide a PHYSICAL MAILING ADDRESS and a telephone number that RINGS TO THAT ADDRESS in order to receive FedEx service.**

I authorize Southeastern High School to release my student records (Transcripts) to the parties listed above.

Student/Guardian Signature_____Date:_____

SECTION 2: Payment

PAYMENT AMOUNT:$_____ ($10.00 per recipient + $32.00 for each destination to be sent by FedEx)

☐ **Money Order Enclosed** ☐ **Charge to Credit Card - Amount to be charged: $_____**

Credit Card #: Valid Thru: –

Name as it appears on Credit Card:

Credit Card Billing Address:

Street:

City:

State: Country: Zip Code: –

Credit Card Holder Signature_____Date:_____

Note: VERY IMPORTANT: If this transcript is for college or vocational school, the transcript MUST be mailed directly from Southeastern High School to the institution in order for the transcript to be considered OFFICIAL. The college/vocational school to which you are applying WILL NOT accept transcripts handed to them by you. We can also mail one to your home. If this is the case, write your college/vocational school address to which you are applying and your home address.

PLEASE ALLOW UP TO TWO (2) WEEKS FOR PROCESSING AND DELIVERY.

rev.08/2009