



## Beachside High School Transcript Request Form

**Please email Mrs. Lechtrecker all request forms: [Marijean.Lechtrecker@stjohns.k12.fl.us](mailto:Marijean.Lechtrecker@stjohns.k12.fl.us)**

Student Name: \_\_\_\_\_

Student # \_\_\_\_\_

Date of Request: \_\_\_\_\_

Transcripts CANNOT be emailed due to public record laws. Please allow up to 72 hours for processing.

**\*Current seniors should use Naviance to request transcripts for College/University applications \***

### Request for:

\_\_\_\_ Hard Copy of Transcript for personal use. **Circle one:** Official (sealed) OR Unofficial

Number of copies needed \_\_\_\_\_

**HARD COPIES ARE \$2 EACH, PLEASE PAY ON SCHOOLPAY PRIOR TO SUBMITTING THIS FORM.**

Students please note: You are responsible for picking up hard copy of transcript(s) from the administration building. Official transcripts are deemed unofficial if opened.

\_\_\_\_ Transcripts to be sent to the following Colleges/Universities

- Transcripts to Florida PUBLIC college/universities will be sent electronically at no cost. If you are a senior, please request through Naviance.

- Transcripts to Florida PRIVATE or out of state colleges/universities will be mailed and cost \$2/ea.

**Please pay on Schoolpay prior to submitting this form.**

College Name and Address MUST BE PROVIDED:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Student Signature \_\_\_\_\_

