



# SOMERSET



# ACADEMY

SOUTH HOMESTEAD



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[www.somersetacademysh.com](http://www.somersetacademysh.com)

## TRANSCRIPT REQUEST FORM

Date: \_\_\_\_\_

Official Transcript     Unofficial Transcript

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

Date of Birth: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Grade Level: \_\_\_\_\_

List the Colleges, Schools or Scholarship Programs You Are Sending Transcripts To:

1. \_\_\_\_\_ No. of Copies \_\_\_\_\_
2. \_\_\_\_\_ No. of Copies \_\_\_\_\_
3. \_\_\_\_\_ No. of Copies \_\_\_\_\_
4. \_\_\_\_\_ No. of Copies \_\_\_\_\_
5. \_\_\_\_\_ No. of Copies \_\_\_\_\_

- Be aware that some Colleges and Universities only process transcripts electronically.
- Transcripts require up to 5 business days for processing.
- Unofficial Transcripts will require up to 2 business days for processing.
- Please only send one request. Multiple requests will not expedite the process.
- It is the student's responsibility to pick up transcripts from the Registrar's Office.
- Transcripts will be discarded after 15 days from date of request if not picked up.

**Note: Failure to complete this form correctly will cause unnecessary delays.**

*Family Educational Rights and Privacy Act (FERPA) of 1974. This law allows parents and students over the age of 18 to inspect and review the student's school records. You must first submit a written request to the school principal identifying the records you wish to review. You may ask for copies of the records and the school may charge you a fee for copies. Release of Student Information to the Military and Institutions of Higher Learning. The release of directory information to the military services and institutions of higher learning is a stipulation under the No Child Left Behind legislation and the U.S. Patriot Act.*

### OFFICE USE ONLY

Date Requested:	Date Received:
Name of Person Requesting:	Signature of Person Requesting: