

Alina Riveron Lopez
Principal

Transcript Request Form

Jessica Mesa
Assistant Principal

Date: _____

Official Transcript

Unofficial Transcript

Student Name: _____

Date of birth: _____

Student ID: _____

Grade Level: _____

Please only send one request per student. Multiple requests will not expedite the process. It is the student's responsibility to pick up the transcripts from the Registrar's office. Please be aware that each transcript will cost \$3.00.

List the schools, colleges, and/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.

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

OFFICE USE ONLY!

Date Requested: _____	Date Received: _____
Person Requesting: _____	Requestors Signature: _____

The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you.



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Website: www.somersetacademysh.com

A Title I School

