

PORT CHARLOTTE HIGH SCHOOL

**SENIOR TRANSCRIPT REQUEST**

**Check your FOCUS account before completing this form to make sure  
your transcript is accurate!**

FULL NAME: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_

**PLEASE LEAVE THIS SENIOR TRANSCRIPT REQUEST WHEN YOU PICK UP  
PAPER T-S.**

Included with your official transcript will be grades 9-11 and your current grades for 12<sup>th</sup> grade, ACT/SAT test scores and immunization records. You are responsible for sending the official transcripts to the college(s) of your choice. Please allow three (3) school days to process your transcript request.

Electronic transcripts can be sent to ALL Florida public universities. Please list which colleges you want transcripts electronically sent to:

- 1.
- 2.
- 3.
- 4.
- 5.

Paper transcripts will be printed for all others. Please list which colleges you need paper transcripts for:

- 1.
- 2.
- 3.
- 4.
- 5.

Please return in three (3) days to pick up your paper transcripts. Make sure to leave the envelope SEALED.

**Student signature:** \_\_\_\_\_

Office Use Only  
Date Completed: \_\_\_\_\_