

End of year - How to Request a CHS Transcript:

Class of 2021- FINAL Transcripts:

FINAL transcripts will not reflect second semester grades until AFTER your graduation. A **Remind Final Transcript Survey** has already been sent to you regarding a final transcript request for select **Florida PUBLIC** colleges and universities. **Please make sure you complete that survey so that your final transcript gets sent electronically.** For any other institutions, you will be provided with an official and an unofficial transcript when you pick up your diploma (if they are ready in time).

If not ready at that time, there will be a designated pick-up day and time announced. You can then mail/express mail or hand deliver the official transcript to your college. If you still require additional transcripts, please follow the instructions below for submitting a request.

Please **DO NOT REMOVE OR BLOCK YOURSELF FROM CHS SENIOR REMIND TEXTS until after 7/31/2021** as important follow-up announcements may be necessary throughout the summer.

(Note: Students must request any Dual Enrollment transcripts from the college/university from which their classes were administered. Please contact the registrar's office/website at the appropriate college/university to make your request. See below.)

ADDITIONAL Transcripts:

If emailing the LCHS registrar to request a transcript, please follow this format:

- **Do Not send a request for a Final Transcript until after 6/15/2021**
- Email Mrs. Beaty, registrar, at beatyk@leonschools.net
- Include your NAME; STUDENT #; GRAD YR; a CONTACT NUMBER; and HOW MANY/WHAT KIND of transcript(s) you need:
 - *Unofficial transcript*
 - *Official sealed transcript* (provided for you to mail to any private or out of state institution or for scholarship application purposes)
 - *Electronic Transcript* (indicate to which Florida public university/college you would like your transcript sent)

Please check your email for a return notice so that you can PROMPTLY pick up your transcripts in the guidance office when they are ready.

DUAL ENROLLMENT Transcripts:

Please also remember that you will need to request a separate transcript from FAMU, FSU or TCC if you have taken any Dual Enrollment classes from those schools. If you have any questions, please contact the registrar's office at the respective college.

FAMU – electronic transcript use - <https://www.famu.edu/index.cfm?Registrar&OfficialTranscriptRequest>

FAMU – hard copy transcript use - <https://www.getmytranscript.com>

FSU – <https://registrar.fsu.edu/records/transcripts/>

TCC – <https://www.tcc.fl.edu/academics/student-records-registrar--admin-needs/transcripts/>