

FINAL TRANSCRIPT REQUEST

LINCOLN HIGH SCHOOL

NAME: _____ STUDENT ID #: _____

In order to process your final transcript, forms are due on or before Thursday, June 13th. Requests received after June 13th will be processed as we are able.

PLEASE NOTE:

- ❖ You are requesting your **FINAL** High School Transcript for a College or University with this form.
- ❖ For the current graduating year, your transcripts will **NOT** be sent until the **LAST WEEK IN JUNE**.
- ❖ If your college or university is not listed below for electronic submission, you **MUST** provide an envelope addressed to the school you want it to go to with a return address of Lincoln High School (3838 Trojan Trail, Tallahassee, FL 32311) so that we can mail your transcript as soon as they are ready. If you do not provide the envelope, your transcript will be held for pick up from the main office at Lincoln.
- ❖ Finally, if you have an outstanding financial obligation for textbooks or fees, your transcript **WILL NOT** be sent until these fees are paid or textbooks returned.

ELECTRONIC TRANSCRIPTS are available for the following colleges and universities. Please allow 7 to 10 business days for the transcript to appear in your record at the institution you select.

- FSU
- FAMU
- UF
- Miami
- U of Central Florida
- U of North Florida
- U of South Florida
- U of West Florida
- Florida Atlantic U
- FL Gulf Coast U
- Santa Fe CC
- Tallahassee CC

ANY OTHER SCHOOL NOT LISTED: If your school is not listed you **MUST** provide an envelope addressed to the school you want it to go to with a return address of Lincoln High School (3838 Trojan Trail, Tallahassee, FL 32311) and we will mail the transcript for you. Envelope **MUST** have **TWO** stamps.

If you do not provide an envelope we will prepare an official sealed transcript that you **MUST** pick up from the main office. **Transcripts will ready for pick up the last week in June.**

Please indicate below the college or university you are completing this request for.

College/University

You can track the status of your electronic transcript requests through the FASTER section of your FOCUS account.

STUDENT SIGNATURE

PHONE NUMBER

DATE

(Only used if we need to contact you with a question)

For Office Use Only:

Date Completed: _____ By: _____