

# OFFICIAL TRANSCRIPT REQUEST

## LINCOLN HIGH SCHOOL

NAME: \_\_\_\_\_ STUDENT ID #: \_\_\_\_\_

Use this form **ONLY** when requesting an **OFFICIAL** transcript. If you need an unofficial transcript for personal use, SAR reporting, or other reasons, please download from your FOCUS account. Click on Grades, Detailed Grade Report, and then Print.

Make sure you have completed your application to the college or university prior to submitting this form.

### PLEASE NOTE:

- ❖ You are requesting your High School Transcript for a College or University with this form.
- ❖ **Final Transcripts** are not typically ready until the **middle of June**. As soon as they are available, transcripts will be prepared and sent.
- ❖ If your college or university is not listed below for electronic submission, you **MUST** provide the name and address for the institution that is to receive your records so that we can mail them as soon as they are ready. If you do not provide this information, your transcript **WILL NOT** be prepared.
- ❖ SAT and ACT Test Scores are included on your transcript; however, colleges may not consider these official. Official scores must be sent directly from College Board and/or ACT.
- ❖ Finally, if you have an outstanding financial obligation for textbooks or fees, your final transcript **WILL NOT** be sent until these fees are paid or textbooks returned.

**ELECTRONIC TRANSCRIPTS** are available for the following colleges and universities. From the time we submit your transcript, 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
- Tallahassee CC

**ANY OTHER SCHOOL NOT LISTED:** If your school is not listed you **MUST** provide the name and address for the school you want it to go to.

If this information is not provided, your records **WILL NOT** be prepared.

\_\_\_\_\_  
College/University

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip Code

Students can check the status of transcripts submitted electronically via their FOCUS account by clicking on the **FASTER** tab on the student demographic screen.

Forms can be scanned and emailed to the guidance secretary. If you are unable to scan the document, you can just send an email, but please make sure to include all details and information requested.

\_\_\_\_\_  
**STUDENT SIGNATURE**

\_\_\_\_\_  
**PHONE NUMBER**

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

\_\_\_\_\_  
**DATE**