

**TRANSCRIPT REQUEST  
LINCOLN HIGH SCHOOL**

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

**PLEASE ALLOW 48 HOURS FOR PROCESSING**

**PLEASE DO NOT REQUEST A TRANSCRIPT UNTIL YOU HAVE COMPLETED YOUR COLLEGE APPLICATIONS**

***If you ONLY need an Academic History/Unofficial Transcript see Guidance!!***

Graduation Year: \_\_\_\_\_

**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/**

**SCHOLARSHIPS/DUEL ENROLLMENT:** 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 within 7 days of your request. Transcripts will ready for pick up 48 hours after your request.

Please indicate below the college, university, scholarship or duel enrollment you are completing this request for.

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

**Sealed Paper Transcripts **MUST** be picked up from the registrar's office within 7 days of your request, otherwise they will be shredded.**

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

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

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

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

For Office Use Only:

Date Completed: \_\_\_\_\_ By: \_\_\_\_\_