

How to Request a LCVS Transcript:

Email Mrs. Hudson, registrar, at HUDSONM3@LEONSCHOOLS.NET include the following in your email:

- **NAME**
- **STUDENT #**
- **GRAD YR** (*Please see note below for date requirements*)
- **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*)
- **Make sure you check your email for a return notice so that you can PROMPTLY pick up your transcripts in the LCVS office when they are ready: 3955 West Pensacola Street Tallahassee, FL 32304.**

NOTE: If you graduated prior to 2018, you will need to obtain your transcript through Leon County Schools Student Records. Please contact them at 850-561-8475.

NOTE: 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/>