

Class of 2021 - Transcripts will be available for pick up in the CHS front office starting **Monday, 6/21/21.**

- LCHS is providing you with **two** transcripts (one official and one unofficial). You can then mail/express mail or hand deliver the official transcript to your college, university, vocational school, etc. If you still require additional transcripts, please follow the instructions below for submitting a request.
- If you filled out the **Senior Remind Florida Electronic Transcript Survey (for Florida public colleges and universities)** then your transcript will also be sent electronically to the school you designated in the survey.
- Final Transcripts are sent automatically to the **NCAA Eligibility Center** if you have already established an account with them and listed LCHS as your school.
- 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 instructions below.**

ADDITIONAL Transcripts:

If emailing the LCHS registrar to request an additional transcript(s), please follow this format:

- **Do Not send a request for a Final Transcript until after 6/21/2021 and AFTER you have picked up your already provided transcripts.**
- 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/>