**CREEKSIDE HIGH SCHOOL**

Transcript Request Form

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student #:\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parchment Electronic Transcript Exchange**

 Unofficial Self-View Transcript Requests (personal use, SSAR for UF, FSU): $0.00

 Electronic Transcript Delivery:

* Current Students: Free
* Alumni: $3.25

To send electronic transcripts through Parchment you must go to [www.parchment.com](http://www.parchment.com) to create an account. This account will allow you to send your transcript to ANY destination worldwide. See the instructions on the back of this sheet to set up a Parchment account. If the school you need to send transcripts to does not accept transcripts through Parchment please see Mr. Jenkins.

**Hard Copy Paper Transcript: $2.00 each**

Hard copy transcript requests are available for pick up 5 school days after submitting the form in the front office.

 Transcript # Needed

 Payment Received Total Due

Student Signature: Date Requested:

Parent Signature: Date Requested:

*Note: FERPA requires a Parent Signature is required for students under the age of 18.*