

# 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 does not accept transcripts through Parchment, please contact Creekside's Computer Operators, Ms. Scribner or Ms. Stubbs.

### 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.

<input type="checkbox"/> Transcript	# Needed _____
<input type="checkbox"/> 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.*