

**The School District of Osceola County, Florida**  
**TRANSCRIPT/STUDENT RECORD REQUEST**

*Please Print Clearly- Must provide Current Photo ID*

\_\_\_\_\_  
Current Last Name of Student      First Name      M.      Other Name Used in School

\_\_\_\_\_  
Date of Birth      Student I.D. #      Social Security # (Optional)

\_\_\_\_\_  
Current Address      Phone Number

\_\_\_\_\_  
Date of Graduation      Or last Date of Attendance

**Records Requested:** (check one)    Official Transcript \_\_\_\_\_    Unofficial Transcript \_\_\_\_\_

**Send transcript electronically to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Pick up Transcript:**

Number of copies requested: \_\_\_\_\_

*(Official transcripts are not mailed by the school, they are the student's responsibility)*

**FAX:**

Attention to: \_\_\_\_\_ Fax Number: \_\_\_\_\_

*(Faxed records are unofficial only)*

\_\_\_\_\_  
Signature      Date

\*\*\* Please allow five (5) business days for processing after receipt of transcript/student records request.

School Use Only

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Date Request Processed \_\_\_\_\_ Pick-up \_\_\_\_\_ Mailed \_\_\_\_\_ Faxed \_\_\_\_\_ Electronic \_\_\_\_\_

**THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA**  
**TRANSCRIPT / STUDENT RECORDS REQUEST**

Copy Fees Guidelines

Based on the Federal Educational Rights and Privacy Act (FERPA) 34 CFR Part 99.11,  
Florida Statute 119.07, and School Board Rule 3.51

May charge

Fees:

Up to 15¢ for a one-sided page

Up to 20¢ for a double-sided page

Up to \$1 for a certified copy

All others - actual cost of duplication (for example, the cost of a CD is currently \$1.88)

There is no fee for sending records electronically unless extensive use of agency resources is involved.  
There is no fee for sending transcripts via FASTER.

For extensive use of agency resources -

Clerical or supervisory personnel or information technology resources, or both (can include time for computer programmers and supervision during inspection and/or photographing)

After 30 minutes, charge salary + benefits for time of personnel providing the services (must be the lowest paid individual capable of providing the necessary service)

Mailing fees - certified, return receipt

Payment may be requested before making copies -

Request payment before making copies if amount is over \$10.00

**All records must remain on District property when copied, inspected, or photographed**