

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
TRANSCRIPT / STUDENT RECORDS 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 ID Number _____		Social Security Number (Optional) _____ / / ()
Current Address _____	City _____	State _____	Zip _____ Phone Number _____
School _____	Date of Graduation _____	or Last Date of Attendance _____	

Records Requested:

Official Transcript _____ Unofficial Transcript _____ Immunizations _____
Exceptional Education Records _____ Other _____

Send Records To: College/University/School

Name _____
Address _____
Fax Number _____ *(Faxed records are unofficial only)*

Name _____
Address _____
Fax Number _____ *(Faxed records are unofficial only)*

Number of Copies Requested _____

Signature _____ Date _____

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

School Use Only

Date Request Received _____
Date Records: Picked Up _____ Mailed _____ Faxed _____
Sent Electronically _____
ID Verified by Driver License _____ Passport _____ Other _____ *(Type)*

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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