



District Records Office
 1701 Prudential Drive, 4th floor, Jacksonville, FL 32207
 904 390-2088

STUDENT TRANSCRIPT / RECORDS REQUEST

This form is used to request transcripts/records for students who last attended a Duval County Public School before 2006 or to request transcripts/records from schools that are closed. All other requests should be sent directly to the current/last school the student attends/attended. The requests for records of individuals who attended prior to 2005 may not be computerized and may take additional time to complete.

Transcript copies may be obtained for the nominal fee of 5.00 per copy. The cost of student records is \$.20 a page. Transcripts can be picked up one (1) week after the request has been received.

Name(s) used while attending school (*first, middle, last*) _____

Current name (*if different than above - first, middle, last*) _____

Student Birth Date _____	Current Telephone # _____
Student ID # (if known) _____	Social Security # _____

Name of last public school attended in Duval County? **(Please print):** _____

Date or Year of Graduation _____ **If not a graduate, withdrawal year and grade attended** _____

Purpose of Request (check all that apply):

_____ Employment _____ Education/College _____ Personal Use _____ Military _____ Other _____

Indicate which records you are requesting:

_____ High/Middle School Transcript _____ Elementary School Records

_____ Immunization Records _____ Unofficial Transcript

Indicate the number of copies you are requesting: _____

Mail /Fax transcript to: Name _____	
Address _____	City _____
State _____ Zip Code _____	Fax Number _____

Mail /Fax transcript to: Name _____	
Address _____	City _____
State _____ Zip Code _____	Fax Number _____

I certify, under penalties of perjury, pursuant to Florida Statute Section 92.525, that I am the former student requesting my records , or the parent/guardian of a former student (who is under the age of 18 or meets other statutory requirements) requesting records of said student.

SIGNATURE OF FORMER STUDENT/PARENT/GUARDIAN REQUIRED

DATE

***IMPORTANT:** Signature of student is required by the Privacy Act. Signature notarization is also required when not applying person.