



NORTH FLORIDA COMMUNITY COLLEGE
TRANSCRIPT REQUEST FORM
Transcripts can NOT be released until all Holds are cleared.
Official Transcripts: \$3.00 per copy Unofficial Transcripts: No charge
Electronic Transcripts: No charge (See ** below for explanation)

Required Personal Information			
Last Name: Current	First Name:	MI.	Any Previous Last Name While Attending NFCC:
SSN or Student ID #:	Date of Birth: (MM/DD/YY)	Email Address:	
Address:		City:	State: Zip Code:
Area of Study: Select all that apply <input type="checkbox"/> College Credit <input type="checkbox"/> Vocational		Approximate Last Date of Attendance:	Home or Cell Phone:
Student Signature: (Required to process request) Please Note: The Family Educational Rights and Privacy Act (FERPA) requires written permission from students to have their school records and transcripts distributed.		Sign next to "X" below: <div style="text-align: center; font-size: 2em; font-weight: bold;">X</div>	

How do you want us to process your transcript request? Check all that apply.	
<input type="checkbox"/> Pick up official transcript now: How many? _____ @ \$3.00 each	<input type="checkbox"/> I would like to designate someone to pick up transcript for me: List Name: _____ PLEASE NOTE: DESIGNEE MUST PRESENT PICTURE ID
<input type="checkbox"/> Fax unofficial transcript to: Fax Number: _____ Attention to: _____	
<input type="checkbox"/> Mail official transcript now @ \$3.00 each: or <input type="checkbox"/> Send electronically at no charge: (State of Florida only see information below)**	
Please select what term or terms to send after grades post or degree is awarded: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer A or C <input type="checkbox"/> Summer B <input type="checkbox"/> Mail my transcript after grades are posted or degree awarded @ \$3.00 each or <input type="checkbox"/> Send electronically after grades are posted or degree awarded (no charge State of Florida only)**	
** ELECTRONIC TRANSCRIPT Some PUBLIC universities and community colleges in the State of Florida allow us to submit transcripts via the computer at no charge. Please check with us to see if your school allows this. If it does, we may be able to submit it by way of FASTER (which is not a fax or email method) at no cost to you.	

How will you pay for your transcript? Only complete this area if you mail or fax form to us.	
<input type="checkbox"/> I have paid over the phone with a debit or credit card. You can call our Business Office at 850-973-1610 to make payment.	<input type="checkbox"/> My payment is enclosed with this transcript request form.

Where do you want us to send your transcript? May list up to four (4) on this form.	
1. Name: Street: City/State/Zip:	2. Name: Street: City/State/Zip:
3. Name: Street: City/State/Zip:	4. Name: Street: City/State/Zip:

FOR OFFICE USE ONLY		
DATE PROCESSED:	PROCESSED BY:	ADDITIONAL COMMENT: