



WEST ORANGE HIGH SCHOOL TRANSCRIPT REQUEST FORM

In order to complete a transcript request, please submit this completed form along with a copy or picture of your photo ID to the West Orange High School guidance department at Cheryl.Koncz@ocps.net.

This completed form can be mailed, faxed, or emailed to WOHS. Please note that we are able to send transcripts via the following formats:

- ✓ Electronically directly to Florida public universities, colleges, NCAA, or Bright Futures
- ✓ Mailed directly to a university or college
- ✓ Mailed to you
- ✓ Picked up by you at West Orange HS
- ✓ Faxed to any fax number you provide
- * We are **unable** to send transcripts to *anyone* via email

Please check one, if former student, provide graduation year:

Current Student: _____ Grade Level: _____ OR Former Student: _____ graduation year: _____

Your name: _____ Date of Birth: _____

Your name at graduation (if different from current name): _____

Contact Information- Phone: _____ Email: _____

I am a current senior requesting my **final transcript** be sent to my intended university or college *after* final grades and GPA are added (usually available in late June): yes no

Total number of transcripts being requested: _____

Each mailed or picked-up transcript costs \$2.00. Electronic transcripts are no charge. Please indicate amount and form of payment:

Link to pay directly through SchoolPay: <https://tinyurl.com/WOHSTranscriptPay>

Check: _____ Cash: _____ School Pay: _____ Amount: _____ N/A (Electronic only): _____

For electronic transcript(s), please list the name of University or College the transcript should be sent to:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

For paper transcript(s), please list the name of University or College as well as the address for each and/or other locations the transcript should be sent to:




1. _____
2. _____
3. _____
4. _____

Parent/Student Signature: _____ Date: _____



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Payments

-  School Payments
-  Food Services
-  Nonprofit Groups

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Item amount: \$_____

Official Transcript Order 20/21

In order to process your transcript request, please use the link below to fill out your request. Please email this form to Cheryl.Koncz@ocps.net along with a copy of your ID and a copy of your receipt of payment. **Each printed official transcript is \$2.00.** School Pay is only to be used if you need a hard copy of your transcript.

Transcripts sent electronically (current students only) to colleges, Bright Futures or NCAA are sent at no charge. Please also use the link below to email your request and copy of your ID to Cheryl.Koncz@ocps.net.

https://westorangehs.ocps.net/UserFiles/Servers/Server_84463/File/Guidance/Transcript%20Request/West%20Orange%20High%20School%20Transcript%20Request%20Form.pdf

Please note we are unable to email transcripts to anyone including the student, parent or another school. Thank you!

Payment to: Orange County Public Schools
Item Amount: \$_____ + Additional Fees:



Amount:

The minimum amount is \$1.00.

Additional Information Requested

Name on Transcript Please *

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