

WEST ORANGE HIGH SCHOOL TRANSCRIPT REQUEST FORM

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

This completed form can be mailed, faxed, or emailed to WOHS (along with a copy of your photo ID).

Please note, we are able to send transcripts via the following formats:

- ✓ Electronically* to **FLORIDA PUBLIC** Universities/Colleges and the NCAA
 - *Electronically sent transcripts available for **graduation years 2014 – present**
 - *Paper copy transcripts are required for graduation years 2013 and earlier
- ✓ Paper copy mailed directly to a College/University or to the student
- ✓ Picked up in person at West Orange HS
- ✓ Faxed to any fax number you provide

✗ **Per OCPS, no student records, including transcripts, can be emailed.**

Please check one, if former student, provide graduation year or last year attended:

☐ Current Student: Grade Level: ____ **OR** ☐ Former Student: Last Year: ____ or Grad date: ____

Your name: _____ Date of Birth: _____

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

Contact Information Phone: _____ Email: _____

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/wohstranscriptschoolpay>

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

Electronic transcript(s), please provide the name(s) of University or College the transcript should be sent to:

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

Paper transcript(s), pick up at WOHS front desk? ☐ OR mail to the address(es) below? ☐

Please provide the name of the University or College as well as the address for each and/or other locations the transcript should be sent to:

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

Parent/Student Signature: _____ Date: _____