

Brandon High School

College/University Hardcopy Transcript Request Form

(\$2.00 each)

(please print)

Student Name: _____ Student Number: _____

Student Date of Birth: _____ Graduation Year: _____ Student Telephone #: _____

Student signature: _____ Date: _____

- **TRANSCRIPT FEE:** There will be a \$2.00 charge for ALL transcripts, with one final transcript available AFTER graduation at no charge.
- This transcript request form is not for electronic or scholarships transcripts.
- You must have an active APPLICATION WITH A COLLEGE/UNIVERSITY before making a transcript request.
- Test scores CANNOT be included on transcript. It is the student's responsibility to have test scores sent through the College Board and/or ACT.
- Transcripts will be sent within 24 HOURS of submission or request to Mrs. Padilla (Registrar). Student is responsible to follow up with receiving school within 48 HOURS.

USED FOR:

- PRIVATE AND OUT-OF-STATE COLLEGES/UNIVERSITIES
- MILITARY BRANCHES (DIRECT ENLISTMENT)
- NCAA ELIGIBILITY CENTER

| COLLEGE/UNIVERSITY/MILITARY BRANCH/NCAA ELIGIBILITY | | | |
|--|--|-----------------------|--|
| <i>All information below must be provided</i> | | | |
| INSTITUTION ADDRESS: | | | |
| CONTACT PERSON: | | | |
| CONTACT TELEPHONE #: | | CONTACT FAX #: | |
| CONTACT EMAIL ADDRESS: | | | |

* Hillsborough Community College has requested that **ONLY** final transcripts to be sent unless you are registering for dual enrollment courses. Please do not request partial transcripts to be sent for any reason.

| FOR OFFICE USE ONLY | |
|---|-------------|
| Transcript Fee \$ _____ | (CASH ONLY) |
| Transcript: (<input type="checkbox"/>) Given to student to mail. Student Signature: _____ | |
| (<input type="checkbox"/>) Mailed on _____ (Date) Senders Initials: _____ | |