

## Transcript Request Form

In order to obtain a copy of your official transcript, please complete this form. Please note that in order to receive your official transcript, your account must be clear of any obligations within the high school and Polk State College. Requests can take up to two weeks to process.

Full Name:		
Last	First	<i>M.I.</i>
Address:		
Street Address		<i>Apartment/Unit #</i>
City	State	Zip Code
Home Phone:	Cell Phone:	
	Transcripts Inform	ation
PCSB ID#: 5300	Name (at graduation if different):	
Graduation Year:	Date of Birth:	
Number of Copies Requested:	_ Check One:	
Electronic	Pick up from main off	iceMail
Note:	You are responsible for providir	<i>ag the correct address</i>
Transcript Recipient Information:		
School:		
Attention To:		
Address:		
Student Signature:		
Parent Signature:		
	OFFICE USE ONI	Х
Taken By: Current Students Must Use PAL Drop Bo	Date:	
Current Students Willst Use FAL Drop Bo	u UNLI	

Polk State Lakeland Gateway to College Collegiate H.S. 3425 Winter Lake Road Lakeland, FL 33803 Phone: (863) 669-2923 Fax: (863) 669-2944 www.ghspsc.org