



THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

501 Simpson Road • Kissimmee, FL 34744
407-344-5080 • FAX 407-344-5089

TRANSCRIPT REQUEST FORM

Please PRINT all information legibly with exact date(s) of attendance. **If your last date of attendance is 5 years prior to the current year, you will need to contact the Records Retention Department at 407-870-4605 or by email: records@osceolaschools.net

Last Name First MI Maiden Name

Social Security - Last Four Numbers Only Birthdate Area Code/Home Phone Area Code/Cell Phone

Street Address City State Zip Code

ENROLLMENT INFORMATION

Program/Course of Study Last Date of Attendance Completed Program (Yes or No) Class Number (FOR PN, LEO, C/O LEO)

TRANSCRIPT ONLY:

Official Transcript Unofficial Transcript Student Pick-up Mail to address above
Fee per each \$5.00 Fee per each copy \$1.00
Number of copies:

If requesting transcript to be mailed to a school/agency, please check box and complete below:

Mail Transcript to:

Complete Name of School/Agency
Attention to:/Department
Street Address
City State Zip Code

CERTIFICATE ONLY:

Original Certificate Reprint Certificate Copy Student Pick-up Mail to address above
Fee per each \$ 5.00 Fee per each copy \$ 2.00 each
Number of copies:

I hereby authorize OSCEOLA TECHNICAL COLLEGE to release official/unofficial transcript(s) of my academic record to the person or institution named above, with the understanding that the named recipient will not release the record to a third party without my written consent. Official/unofficial transcript(s) will not be released until all accounts with the Finance Office is/are clear.

Student Signature

Date

PAYMENT INFORMATION

Acceptable forms of payment at campus Bookstore: Cash, Visa, Master Card, Checks(with telephone# and Driver's License#)
By mail send completed form with a \$5 fee for each transcript requested to: Osceola Technical College
Money orders should be made payable to Osceola Technical College. Guidance Dept.
501 Simpson Road
Kissimmee, FL 34744

Allow 3-5 business days for transcript requests to be processed.

SCHOOL USE ONLY

Date Request Received: Picked up Mailed
ID Verified by Driver License Other: