

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
TRANSCRIPT / STUDENT RECORDS REQUEST

Please Print Clearly – Must Provide Current Photo ID

Current Last Name of Student First Name M. Other Name Used in School

Date of Birth Student ID Number Social Security Number (Optional)

Current Address City State Zip (_____) Phone Number

School Date of Graduation or Last Date of Attendance

Records Requested:

Official Transcript Unofficial Transcript Immunizations
Exceptional Education Records Other _____

Send Records To: College/University/School

Name _____

Address _____

Fax Number _____ (*Faxed records are unofficial only*)

Name _____

Address _____

Fax Number _____ (*Faxed records are unofficial only*)

Number of Copies Requested _____

Signature Date

Please allow five (5) business days for processing after receipt of transcript/student records request.

School Use Only

Date Request Received _____

Date Records: Picked Up _____ Mailed _____ Faxed _____

Sent Electronically _____

ID Verified by Driver License Passport Other _____ (*Type*)

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Copy Fees Guidelines

Based on the Federal Educational Rights and Privacy Act (FERPA) 34 CFR Part 99.11,
Florida Statute 119.07, and School Board Rule 3.51

May charge

Fees:

Up to 15¢ for a one-sided page

Up to 20¢ for a double-sided page

Up to \$1 for a certified copy

All others - actual cost of duplication (for example, the cost of a CD is currently \$1.88)

There is no fee for sending records electronically unless extensive use of agency resources is involved.
There is no fee for sending transcripts via FASTER.

For extensive use of agency resources -

Clerical or supervisory personnel or information technology resources, or both (can include time for computer programmers and supervision during inspection and/or photographing)

After 30 minutes, charge salary + benefits for time of personnel providing the services (must be the lowest paid individual capable of providing the necessary service)

Mailing fees - certified, return receipt

Payment may be requested before making copies -

Request payment before making copies if amount is over \$10.00

All records must remain on District property when copied, inspected, or photographed