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• HOW TO REQUEST YOUR GRADE TRANSCRIPTS •

- (1) Telephone the school(s) you have previously attended and ask them if there is a fee to have transcripts sent. If so, send the fee with this request.
- (2) Fill in all the information requested below, then sign and date this form where indicated.
- (3) Mail, fax, or email this form to the school you want transcripts sent from. If you have attended more than one high school, please feel free to copy this form as needed.
- (4) You can ask your previous High School to fax or email a transcript directly to us. **FAX: 904-276-6702 or Email: studentservices@citizenschool.com**

TO: Registrar or High School Counselor

I have been accepted for admission to Citizens High School. It is very important that an official grade transcript from your school be sent directly to Citizens HS. Please send an official grade transcript to the address above:

CHS Student #: _____

Print full name: _____
 First Middle Last Former/Maiden Name

Last 4 digits of SS#: _____ Date of Birth: _____

Name of school attended: _____

Dates of Attendance: _____ to _____
 Month Year Month Year

Student Address: _____
 Street Apt. #

 City State Zip

Student Signature: _____ Date: _____

If under age 18, Parent/Guardian Signature: _____