Citizens' High School

1590 Island Lane • Suite 44 • Fleming Island, FL 32003
Phone: (904) 276-1700 • Fax: (904) 272-6702

www.CitizensHighSchool.com

HOW TO REQUEST YOUR OFFICIAL GRADE TRANSCRIPT

(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 e-mail 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 e-mail a transcript directly to us.
FAX: 904-272-6702 or Email: studentservices@citizenshighschool.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' High School. Please send an official grade transcript to the address above:

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

Date of Birth: _____

Name of school attended: _____

Dates of Attendance: _____ to _____
Month Year Month Year

Student Address: _____
Street Apt. #

_____
City State Zip