



Baker County High School

One Wildcat Drive
Glen St. Mary, Florida 32040
904-259-6286
FAX 904-259-4668

Transcript Request

Transcript Request: Please complete, sign and return this form to BCHS Guidance to request ANY type of transcript. (Official, Unofficial, Electronic, Hard/paper copies, Mailed or Hand carried)

A fee of \$5 must be enclosed with the request for any type of hard copy. Electronic copies are free of charge.

Full Name _____ Maiden _____

Date of Birth ___/___/___ Year of Graduation _____

Current Mailing Address _____ City _____

State _____ Zip Code _____ Phone Number _____

Student Signature _____

Do NOT request transcripts until you have completed an application for the college.

Mailed or Hand carried Transcript: \$5 charge per transcript beginning one year from date of graduation. Electronic Transcripts: Free if available.

Please send my transcript to the following:

Name of School or Scholarship _____

Address _____ City _____ State _____ Zip Code _____

Don't mail my transcripts. I will pick them up.

Please note: Due to the Privacy Act, if you wish for a third party (e.g. a family member/friend) to collect the transcript on your behalf, you must provide your written permission with this request stating whom the transcript may be given to. The person will be asked for identification.

Office Use Only: Received Request: _____

Date Prepared: _____ Date picked up: _____

Date mailed: _____ FASTER date: _____