



219 North 13th Street
Leesburg, Florida 34748
Official Transcript Request Form

Date _____

First Academy issues three complimentary transcripts per student. Students' accounts are billed \$3 for each additional request. In order to ensure successful delivery, it is *highly recommended* to send transcripts via certified mail with return receipt requested. This tracking system ensures that admissions personnel receive the transcript in a timely manner. Accounts are billed \$7 for certified delivery.

Requests are processed in the order that they are received. Please allow 5 to 7 business days to process your request; extra time may be necessary during peak periods (e.g. end of semester, registration).

Please type or print legibly.

PERSONAL INFORMATION:

Dates of Attendance _____ Date of Birth _____

Student Name _____

Current Address _____

Home Phone No. _____

Number of Copies _____

Student's Signature _____

Parent/Guardian's Signature _____

MUST be signed. **NO** signatures, **NO** transcript

Send Transcript(s) to:

First Address:

Certified? _____ Yes _____ No

Second Address:

Certified? Yes No

Third Address:

Certified? Yes No

Fourth Address:

Certified? Yes No

Fifth Address:

Certified? Yes No