Citizens' High School

Office of the Education Director

How to Request Your 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. Request one official transcript for Citizens' High School, and one unofficial copy for yourself.

(3) 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.

TO: Registrar or High School Counselor

I am applying for admission to Citizens' High School. It is important that my academic record from your school be sent to Citizens' as soon as possible. Please send an official copy of my grade transcript to:

Citizens' High School
188 College Drive
Post Office Box 66089
Orange Park, FL 32065-6089
phone: 904/276-1700
FAX: 904/272-6702

CHS Std #: _____

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

Social Security Number: _____ Date of birth: _____

Name of school attended: _____

Dates of attendance: _____ to _____
Month Year Month Year

My current address: _____
Street Apt. #

_____
City State Zip

Student signature: _____ date: _____

If under age 18, parent/guardian signature: _____