Request for Official Transcript

We are happy to assist you in getting a copy of your high school transcript. Please complete the form below for each transcript that you are requesting and return to the guidance office. To insure that the transcripts are processed in a timely fashion, please fill out all requested information. Your account must be current with BRCS Business Office before transcripts will be released. Transcripts are fee-free for students currently enrolled at BRCHS and **$3.00** for all others. Please submit payment made payable to Boca Raton Christian School with transcript request. Please allow one week for processing.

____

Name of Student (when attending BRCS) Date of Birth Year Graduated

____

Student Current Phone Number Email (Optional)

____

Institution to receive transcript

____

Street Address or P.O. Box where you would like the transcript mailed

____

City State Zip

Chose one: _____ Please Mail Transcript _____ I will pick up the transcript in person

_____ Please Fax Transcript to: ___________________________________

_____ Please include all SAT/ACT test scores on file with BRCS (Class of 2010 and beyond)

I hereby authorize Boca Raton Christian High School to release transcripts to the institution listed above.

_________________________ _____________________

Signature Date

(If student is under 18, a parent / guardian signature is required)

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OFFICE USE ONLY:

Date Received:____________ Processed:___________ BRCS Clearance:__________

Amount Paid_____________ Method of Payment_____________ Date Paid____________