



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 ensure 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 \$5.00 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

Choose 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)

OFFICE USE ONLY:

Date Received: Processed: BRCS Clearance:

Amount Paid Method of Payment Date Paid