

Before you fill out the Transcript Request Form:

1. Go to the website for the school you want to request transcripts from. You can search for your high school or school district online.
2. Search the site for “Transcripts”. Most schools use “Order Transcripts”, “Transcript Requests”, or “Records Request”. Schools usually provide instructions for how to request transcripts online.

If your school has an online request form: Follow the directions to have them send transcripts to Smart Horizons Career Online Education:

<p>Email: transcripts@shcoe.org</p> <p>Fax: 954-533-3504</p>	<p>Mail: Smart Horizons Career Online Education Attn: Student Services 1280 SW 36th Ave, Suite 104 Pompano Beach, FL 33069</p>
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If they do not have an online request form:

1. Find the Registrar’s email address or fax number.
2. Fill out the form on the next page.
3. Email or fax the form to your high school.

TRANSCRIPT REQUEST FORM

(SEND TO YOUR PRIOR HIGH SCHOOL)

REQUEST FROM: (Fill in the student's information as well as information regarding previous school below)

Name:	
Maiden or Other Name While Enrolled:	
DOB:	Years of Attendance:
Social Security #:	
Street Address:	
City:	State, Zip:
Email Address:	Phone:

PERMISSION

I, _____, give _____ permission to
(Student's Name) (Previous High School Name)
send a copy of my official transcript to Smart Horizons Career Online Education (address listed below).

Thank you,

(Student Signature)

(Date)

ATTENTION SCHOOL FULFILLING REQUEST

- * Please return this form with the transcripts, when sending them to Smart Horizons Career Online Education.
- * If there is a fee, please notify me at the above phone number or email address listed above. It is important that the transcript be sent as soon as possible.
- * Please notify me via phone or email when the transcript has been sent.

Please send official transcripts via one of the methods below. Transcripts only accepted for consideration if sent direct from school.

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Fax: 954-533-3504	