



WEST ORANGE HIGH SCHOOL TRANSCRIPT REQUEST FORM

In order to complete a transcript request via email, please submit this completed form along with a copy or picture of your photo ID to the West Orange High School guidance department at: **elizabeth.spence@ocps.net**

This completed form can be mailed, faxed, or emailed to WOHS (along with a copy of your photo ID) Please note, we are able to send transcripts via the following formats:

- ✓ Electronically* - available only to **FLORIDA PUBLIC** Universities/Colleges & NCAA
 - *Electronically sent transcripts available for **graduation years 2014 – present**
 - ***Hard copy transcripts are required for graduation years 2013 and earlier**
- ✓ Mailed directly to a University or College OR You
- ✓ Picked up by you at West Orange HS
- ✓ Faxed to any fax number you provide

- ✗ Emailing transcripts, **NOT AVAILABLE** – per OCPS

Please check one, if former student, provide graduation year:

Current Student: Grade Level: _____ **OR** Former Student: Graduation Year: _____

Your name: _____ Date of Birth: _____

Your name at graduation (if different from current name): _____

Contact Information Phone: _____ Email: _____

Total number of transcripts being requested: _____

Each mailed or picked-up transcript costs \$2.00. Electronic transcripts are no charge. Please indicate amount and form of payment. Link to pay directly through SchoolPay: <https://tinyurl.com/WOHS22TranscriptPay>

School Pay: Amount: _____ N/A (Electronic only):

Electronic transcript(s), please provide the name(s) of University or College the transcript should be sent to:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Paper transcript(s), pick up at WOHS front desk? **OR** mail to the address(es) below?

Please provide the name of the University or College as well as the address for each and/or other locations the transcript should be sent to:

1. _____
2. _____
3. _____
4. _____
5. _____

Parent/Student Signature: _____ Date: _____