



FIRST COAST ACADEMY

2725 College St, Jacksonville, FL 32205
Ph: (904) 381-1935 FAX (904) 381-0135 Email fca@fcahighschool.org Website <http://fcahighschool.org>

Request Transcript

For: _____

FCA Student ID: _____

Student Please Note

1. Complete this form. Make copies if you need more than one.
2. **Send this form to your previous school – Not to First Coast Academy.**
3. If you need additional help getting your transcript(s) call FCA at (904) 381-1935.
4. It's important for you to provide us with transcripts for completed courses from all the high schools you attended, within 90 days of your enrollment acceptance by FCA, in order to be assured you will receive credit toward your FCA high school diploma.
5. We can accept transcripts for grade 9-12. Some students were considered in Junior High School while attending 9th grade. We can accept the 9th grade Jr. high school transcript.

Procedure for obtaining a transcript when your school no longer exists or has been changed to another school.

If your school was changed to another school, contact the new school and request how to get access to your records in order to obtain a transcript. If they can't help you or your school no longer exists, contact the local Board of Education. When requesting your records provide them with your name exactly as it was when you attended school, your birth-date, the name of your school and the dates when you attended.

Attention Registrar

1. We request you send or fax us a copy of the student's transcript showing courses completed, grades received, and earned credits. No other records are needed.
2. Please include a copy of this form with the transcript.

Student's Name: _____ Circle One: Male / Female

Maiden Name: _____ Phone(s): _____

Social Security Number: _____ Date of Birth: _____

Previous School Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Date Enrolled: From _____ To _____ School's Phone # _____

Registrar's Name: _____ Phone: _____

Total number of school transcripts FCA will expect to receive: _____

Student's Signature _____ **Date:** _____
