

## **UNOFFICIAL, OFFICIAL, AND ELECTRONIC TRANSCRIPT REQUESTS**

### **Please follow the steps noted below when requesting an Unofficial, Official and Electronic transcript:**

The email address for the Records office is: **sue.seguine@palmbeachschools.org**.

1. **Email Transcript Request**. Please send an email requesting an unofficial or official transcript. Specify in your email the type of transcript you are requesting (example: unofficial, official or electronic version). Please provide in the email the name of the College/University, the admissions address and email address of the College/University.
2. **Payment for Requested Transcripts**. There is a \$5.00 schoolcashionline charge for all requested unofficial and official transcripts. Please access the following link to process your payment:  
<https://palmbeach.schoolcashionline.com/Fee/Details/171970/3/False/True>
3. **Electronic Transcripts**. Requested transcripts can be sent electronically to a College/University listed below and the requested transcript is at **no cost**. Please specify in your email the name of the College/University you would like the official transcript to be electronically sent.

**FAMU FGCU FIU NCF UNF USF UCF USFSP UWF PBSC TCC VCC BCC**

4. ALL EMAILS SENT REQUESTING TRANSCRIPTS MUST INCLUDE A COPY OF A DRIVER'S LICENSE AND A COPY OF THE SCHOOLCASHONLINE RECEIPT AS PROOF OF PAYMENT IN THE REQUESTING EMAIL.

**PLEASE NOTE:** If the student that is requesting the transcript is under the age of 18, a parent is required to send the email to request the transcript for the student.

Thank you.