

PEMBROKE PINES CHARTER HIGH SCHOOL TRANSCRIPT REQUEST - FORMER STUDENT

Allow 3 days for your request to be processed.

If you attended PPCHS from 2000-2010 you must contact RECORDS RETENTION to request a transcript.

PPCHS cannot process 2000-2010 transcript requests.

Contact Records Retention at the School Board of Broward County

Call 754-321-3150 for a copy of your transcript.

REQUEST MUST INCLUDE:

1. **\$5.00 per transcript (cash or money order only)**
2. Copy of picture ID
3. Check **one** of the following:
 - a. _____ I, or _____ (authorized by me will pick up the transcript(s).
Person picking up transcript must provide government issued id
 - b. _____ Mail the transcript(s) to address(es) listed below
4. Mail this request with required fee to: Pembroke Pines Charter High School
ATTN: Registrar
17189 Sheridan Street
Pembroke Pines, FL 33331

GRADUATE: CLASS OF _____ **or** **NON-GRADUATE:** LAST YEAR ATTENDED: _____

LAST NAME (while attending PPCHS): _____
FIRST NAME: _____ MIDDLE INITIAL: _____ DATE OF BIRTH: _____
PHONE: _____ EMAIL ADDRESS: _____

IF YOU ARE PICKING UP TRANSCRIPT(S), PLEASE COMPLETE THIS SECTION. Please indicate number of copies.

Student Copy of Transcript (**UNOFFICIAL**): _____ (**\$5.00 EACH**)
OFFICIAL Transcript (Sealed in an envelope): _____ (**\$5.00 EACH**)

MAIL MY TRANSCRIPT(S) TO:
(MUST HAVE COMPLETE MAILING ADDRESS FOR EACH TRANSCRIPT REQUESTED)

1. _____

2. _____

I HEREBY AUTHORIZE MY ACADEMIC RECORDS TO BE RELEASED AS INSTRUCTED ABOVE:

Signature Required

Date

OFFICE USE ONLY: Requested Received: ___/___/___

Request Mailed: ___/___/___