

MIAMI CAROL CITY SENIOR HIGH SCHOOL

3301 Miami Gardens Drive • Miami Gardens, Florida 33056 • PHONE:(305) 621-5681 • FAX:(305) 620-1446

Diploma/Transcript Request Form

NOTE: Form must be signed, and requestor must include a copy of a valid photo identification for processing
Diploma Order: Diploma orders usually takes 6 to 8 weeks to receive; if ordered during peak season it takes longer.
Transcripts: Please allow 2 to 3 business days to process. You will have 1 week from the day that you ordered your transcript to pick it up or it will be discarded, and you will need to order a new one with payment.

Date Request ____/____/____

Please write legibly:

Last Name	First Name	Middle Name
____/____/____ Birthdate	_____ Student ID Number	_____ Graduation Year
		(____)_____ Phone Number

MONEY ORDERS ONLY:

- Diploma **Number of copies needed:** ____ x \$15.00 each = _____
 - Official transcript (**stamped and sealed**) **Number of copies needed:** ____ x \$3.00 each = _____
- Amount Due = _____*

Please check the appropriate box below:

- I will pick-up my diploma/ transcript(s)
- Mail or electronically send transcript(s) to: (**Must include Schools' or Agencies' full address or email address**)

ELECTRONICALLY (Colleges or Universities for Next Day request)

- | | |
|--|--|
| __00C100 Broward Community College (Central)
__00C102 Broward Community College (North)
__00C929 Miami-Dade College (North)
__00C931 Miami-Dade College (Wolfson)
__00C933 Miami-Dade College (Homestead)
__00U975 University of Florida (Central Campus)
__00U976 University of North Florida
__00U990 Florida International University (Main)
__730000000146600 Barry University
__730000000148100 Florida Atlantic University
__730000000153700 University of South Florida
__730000000146800 St. Thomas University
__7300000000675000 Valencia College | __00C101 Broward Community College (Admin)
__00C103 Broward Community College (South)
__00C930 Miami-Dade College (South)
__00C932 Miami-Dade College (Medical)
__00U973 Florida State University
__00C988 University of Florida (Main Campus)
__00U978 University of North Florida
__00U979 Florida Gulf Coast University
__730000000153600 University of Miami
__730000000395400 University of Central Florida
__730000000148000 FAMU
__730000000148100 Florida Memorial University
__730000000156600 Fort Valley University |
|--|--|

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

FOR OFFICE USE ONLY:

Money Order#: _____ Date Received: _____ Amount Received: _____ Initial: _____
 Date Mailed: _____ Signature of Pick-up: _____

Notice: Student records obtained under this request remain subject to the requirements of the "Federal Family Educational Rights and Privacy Act of 1974," which requires written parent or student consent before the records may be shared with any other party. If over 18 years of age, records can be requested by student only.