



FAU High School
 777 Glades Road
 Boca Raton, FL 33431-0991
 tel: 561.297.3970
 fax: 561.297.3939
fauhigh.fau.edu

FAU High School Transcript/Records Request
 Send completed form to adhusrecords@adhus.fau.edu or jfries1@fau.edu
 Please allow 3-5 business days for processing

Date of Request _____ Graduation Date _____ OR Current Grade _____

Student Name _____ Age _____ *Parent signature required if under 18*

Current Address _____ City _____ Zip _____

I hereby authorize FAU High School to prepare or send transcripts as marked below. Please X mark your selection.

| | |
|---|--|
| <input type="checkbox"/> | Official Transcript (sealed) please select: PICK-UP in school front office OR US MAIL to address above |
| <input type="checkbox"/> | Official Transcripts sent electronically or by US mail to educational institution below |
| <input type="checkbox"/> | Unofficial Transcript sent electronically to the student or parent/guardian email address below |
| <input type="checkbox"/> | Other documents (please specify) |
| <input type="checkbox"/> | Enrollment or Graduation Verification sent electronically to the email address below |
| For CommonApp, SendEDU, Coalition – Students must contact their HS COUNSELOR | |

Send transcripts to FAU - transcripts are sent electronically through the State of Florida’s FASTER system

Send transcripts to the NCAA Eligibility Center – transcripts are submitted within the NCAA EC Portal

For unofficial transcripts please provide an email address _____

Only unofficial transcripts will be sent electronically to students or parent/guardians.

For official transcripts: Provide name and full street address or email address of the educational institution.

School Name & Address or Email _____

School Name & Address or Email _____

School Name & Address or Email _____

School Name & Address or Email _____

School Name & Address or Email _____

By signing below, I, _____, confirm that I have reviewed the student course history in FOCUS, and all demographic, course and grade information is correct and current.

Student Name _____ Student Signature _____

Parent Name _____ Parent Signature _____

Required for students less than 18 years old

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