

Student Transcript Request Form

Complete this form for ALL Apopka High School/OCPS transcript requests



Transcripts for students attending Apopka High School from 1990 to present will take 1 to 2 weeks for processing and will be mailed to the address you specify or may be picked up at the Student Services office.

Transcripts for students attending Apopka High School prior to 1990 will take 2 to 3 weeks for processing and will be mailed to the address you specify or may be picked up at the Student Services office.

A sealed official copy of your transcript will be provided. Your transcript should remain in the sealed envelope until it is opened by the official requesting it from you.

A copy of your driver's license, state ID or other form of identification showing proof of name and date of birth along with payment **MUST** be included with ALL transcript requests.

Mail or fax request to:

Apopka High School
Student Services
555 West Martin St.
Apopka, FL 32712

Phone: (407) 905-5500
Student Services Fax: (407) 814-6131
<http://darter.ocps.net>

1. Student Information

Name	
Previous Name	
OCPS Student Number	
Date of Birth	
Place of Birth	
Parent/Guardian Name(s)	
Year Last Attended	

2. Delivery Type

Pick up at Apopka High School **\$3.00 Cash or Money Order payable to Apopka High School**

Mail **\$5.00 Cash or Money Order payable to Apopka High School**

3. Delivery Information

School/Organization Name	
Attention	
Address	
City/State/Zip	

4. Signature

Student signature	
Date	

Notes:

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