

St. Petersburg College  
 Central Records  
 P.O. Box 33089  
 St. Petersburg, Florida 33733



TRANSCRIPT REQUEST

This form is to be used for the release of any personally identifiable information (except directory information) or education records, which should include transcripts on any student to any party other than those listed in section 99.30 of The Family Educational Rights and Privacy Act.

“Where consent of a parent or eligible student is required under this part for the release of educational records, it shall be in writing, be signed and dated by the person giving such consent, and shall include (a) a specification of the records to be released; (b) the reasons for such release; and (c) the names of the parties to whom such records will be released.” Section 99.31 45 CFR, Part 99.

Name: \_\_\_\_\_

_____	_____	_____	_____	_____
Last	First	Middle	Maiden	Social Security number

Address: \_\_\_\_\_

_____	_____	_____	_____
Street	City	State	Student number
_____	_____	_____	_____
State	ZIP Code	Telephone number	Birth date (optional)

\_\_\_\_\_

Date of last attendance

I request and authorize the release of the following records of the above named student to:

- Myself
- The party named below

TRANSCRIPT \_\_\_\_\_ Number of copies if more than one copy to same addressee.

- At end of current term
- After graduation is posted to record
- Immediately

OTHER educational records (describe) \_\_\_\_\_

\_\_\_\_\_  
 Student's signature

\_\_\_\_\_  
 Date

Print plainly, within the space provided below, the name and address of the person to whom the transcript or other record is to be sent. Use a separate form for each addressee.	NO COPIES OF RECORDS WILL BE RELEASED IF THE STUDENT OWES THE COLLEGE MONEY.	<u>OFFICE USE ONLY</u> <input type="checkbox"/> CL <input type="checkbox"/> HEC <input type="checkbox"/> SP/G <input type="checkbox"/> SE <input type="checkbox"/> TS
		Number of copies
		Date sent
		Sent by

St. Petersburg College is dedicated to the concept of equal opportunity. The college will not discriminate on the basis of race, color, religion, sex, age, national origin, marital status, or against any qualified individual with disabilities, in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this rule, the college will not tolerate such conduct. Should you experience such behavior, please contact the director of EA/EO at 727-341-3261; by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by e-mail at [eaao\\_director@spcollege.edu](mailto:eaao_director@spcollege.edu).