



# CARIBBEAN SCHOOL, INC.

Urb. La Rambla  
1689 Calle Navarra  
Ponce, PR 00730-4043  
Tel: (787) 843-2048 Fax: (787)844-5626

## TRANSCRIPT REQUEST FORM

**Please note:** Transcript request will be fulfilled by the next working day and **must be accompanied by FERPA Authorization form, otherwise transcripts will be not processed.**

**Date of Request:** \_\_\_\_\_ **Student Name:** \_\_\_\_\_

**Student or Parent Signature:** \_\_\_\_\_

**Class of** \_\_\_\_\_ **or Withdrawal Year** \_\_\_\_\_ **or Currently in Grade:** \_\_\_\_\_

**Reason for request:** ☐ **Withdrawal** ☐ **Summer Program** ☐ **University/College** ☐ **Other**

	Name and Address to Where Transcript is To Be Mailed	<input type="checkbox"/> Official <input type="checkbox"/> Unofficial Use Only
<b>Application Due Date:</b>  _____  <b>Transcript requests are due a minimum of three weeks before the application due date.</b>	<b>College/Institution Name and Complete Address:</b> _____ _____ _____ _____	<input type="checkbox"/> Transcript _____ Fee: _____ Authorized by: _____ Date Mailed: _____ Date electronically sent: _____ _____ <b>Head of School Signature:</b>

	Name and Address to Where Transcript is To Be Mailed	<input type="checkbox"/> Official <input type="checkbox"/> Unofficial Use Only
<b>Application Due Date:</b>  _____  <b>Transcript requests are due a minimum of three weeks before the application due date.</b>	<b>College/Institution Name and Complete Address:</b> _____ _____ _____ _____	<input type="checkbox"/> Transcript _____ Fee: _____ Authorized by: _____ Date Mailed: _____ Date electronically sent: _____ _____ <b>Head of School Signature:</b>

### Transcript Fee:

Official Transcripts which includes certified mailing have a fee of \$10.00. If your request for an Official Transcript is for Pick Up the fee is \$5.00. Official or Unofficial Transcripts to be sent via email are free of charge. Student copies are free of charge. All fees are to be paid CASH or MONEY ORDER in the Business Office.



**"We are Caribbean School Panthers!"**