

Requesting FHS Transcripts

Records Office – Ms. Rhone-Colson

There are two options:

1. Request for transcripts to be sent to a FLORIDA Public College/University:

- Records will send transcripts electronically within 48 hours of your request.
 - The college will process your transcripts which can take up to **3-4 weeks. Electronic does not mean instant.**
- *THINK ABOUT YOUR DEADLINES***
- The college will post it on your application screen. Always follow up with the college to make sure they have received your documents!

2. Request a transcript to go to any other College/University:

- Request from Records the number of transcripts that you need and the schools that they will be going to.
- These will cost \$3 as it covers the printing, envelope, and postage.

AICE Transcripts

All senior AICE students will complete the AICE Transcript Request form with their counselor in March/April of their senior year.

SAT and ACT Records

Colleges require that you send official copies of your SAT, SAT Subject Area Exams, and/or ACT scores. These must come directly from CollegeBoard (SAT) and/or ACT.

During Registration

You receive a number of free score reports every time you register for the SAT and/or ACT. We highly recommend that you take advantage of these reports, as additional reports are subject to a fee.

After Registration

For a fee, you can send score reports at any time from your SAT and/or ACT account. The time frames for score delivery vary based upon each institution's method of receiving scores. Please remember that an additional week may be needed for the score recipients to process your scores once they receive them.

Visit www.collegeboard.com or www.act.org for more information.

AP Scores

Score reports are provided in July of the year you take the exam, to you, the college you designated on the first AP answer sheet you fill out (your registration answer sheet) and your high school. Each score report is cumulative — it includes scores from every AP Exam you have ever taken, unless you have requested that one or more scores be withheld or canceled. On your registration answer sheet, you can indicate a college or university to receive your score report for free.

Additional score reports can be sent for \$15 per college. Requests generally take one week to process from the date they are received. Rush reports are processed within two working days and are available for \$25 per college.

Visit www.collegeboard.com for more information.

Requesting FSCJ Transcripts

1. Go to the FSCJ website (<https://www.fscj.edu/admissions-aid/admissions/transcripts>)
2. Click on TranscriptsPlus
3. Students may read through the FAQs and other topics prior to deciding if they want to order a paper copy or an electronic copy
4. Click on Begin Order
5. Complete all required fields and payment information

Click to order FSCJ transcripts

TranscriptsPlus®

Transcript Ordering Services
Florida State College at Jacksonville

Do not use browser back or forward buttons
Your session will time out after 60 minutes of no activity

Begin Order

- ▶ Pricing and Payment
- ▶ Authorization Info
- ▶ Ordering Overview
- ▶ Electronic Transcripts
- ▶ FAQs

Requesting ERAU Transcripts

1. Go to the ERAU website (<https://daytonabeach.erau.edu/about/records/>)
2. To complete an online request, use the online link
3. To complete a paper request, click on the official transcript request link under forms
4. Fill in all information including payment method

Transcripts

Official Transcripts

- Family Educational Rights and Privacy Act of 1974 (FERPA) regulations require a written request with the student's valid pen to paper signature for the release of a transcript
- Official transcripts may be requested **online**
- Expedited shipping may be selected through online ordering
- Please allow 3-5 days for processing
- Official transcripts may be sent by mail or electronically

Forms

- Academic Standards Petition (PDF)
- Change of Address
- Name Change Request (PDF)
- Post-Graduation Diploma Request
- Readmission Application (PDF)
- **Official Transcript Request**
- Verification of Graduation

Requesting EWC Transcripts

Edward Waters College is now using Parchment for sending transcripts. See updated EWC transcript request process for complete details.

EDWARD WATERS COLLEGE

Transcript Request Directions

The general timeframe for the processing of e-transcripts is 3 -5 business days. This timeframe may be impacted by holiday and weekend closures of the college.

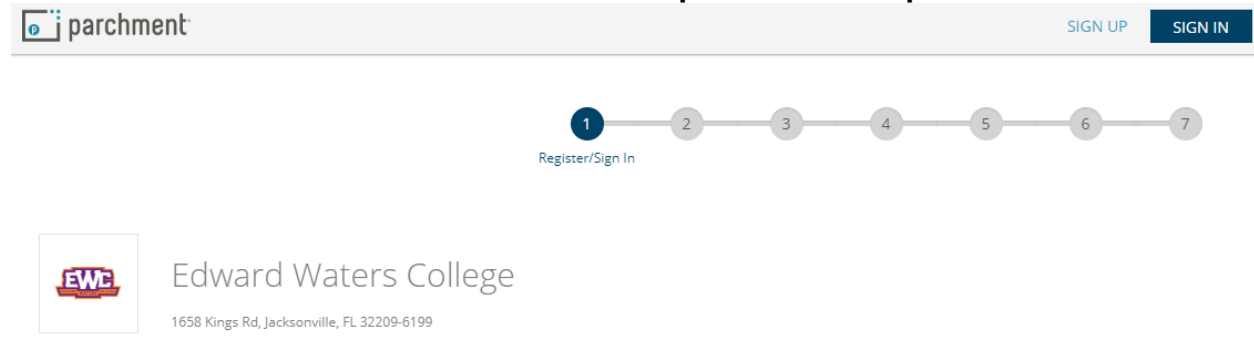
Transcript Fees

\$14.50 electronic transcripts

\$17.00 hard copy of transcript. The hard copy, which is a printed copy, is mailed through the U.S. Postal Service (this price will vary for international shipping-additional information is available through the Parchment website).

Please note: EWC's normal business hours are Monday-Friday 8:00 am 5:00 pm. All transcripts received outside of normal business hours or during designated official college closure days are processed on the next official business day.

Go to <https://www.parchment.com/u/registration/33674/account>. If you do not already have a Parchment account, you will need to create one **using your legal first and last name** as shown in Focus to request a transcript.



The screenshot shows the top of the Parchment website. On the left is the Parchment logo. On the right are "SIGN UP" and "SIGN IN" buttons. Below the navigation is a progress bar with seven steps, where step 1 "Register/Sign In" is highlighted. Below the progress bar is the Edward Waters College logo and name, followed by the address: "1658 Kings Rd, Jacksonville, FL 32209-6199".



Existing User Account

I have an existing learner or third party account with Parchment.

OR



New Learner Account

I am a student or parent in need of a Parchment learner account.

OR



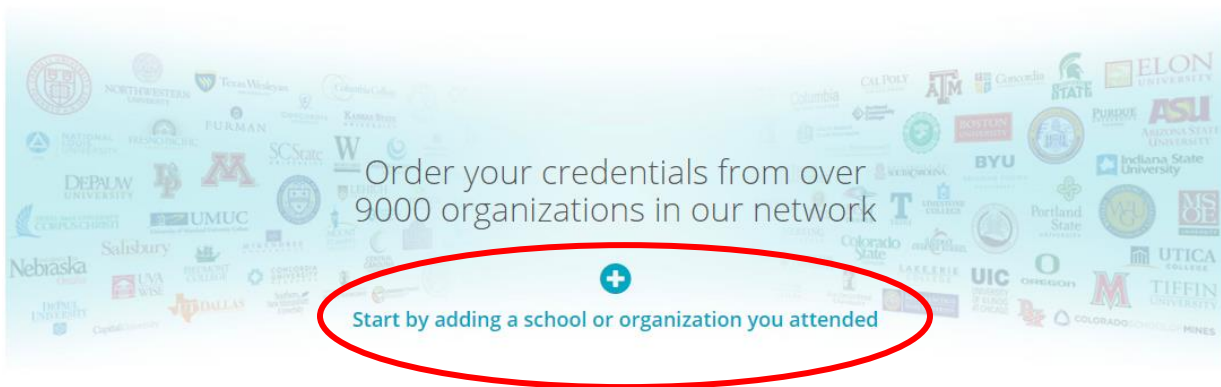
New Third Party Account

I am an administrator or third party ordering on behalf of a student.

EDWARD WATERS COLLEGE

Transcript Request Directions

Once you have created an account, click on the plus sign to add the organization (Edward Waters College).



Support Privacy Policy Terms of Use Contact Us Copyright ©2020 Parchment

Enter the college's name, Edward Waters College, select Search, and then select Add.

DASHBOARD ORDERS PROFILE ?

1. Search 2. Enrollment info

Add Your School or Organization

Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts.

Edward Waters College

[Advanced Search](#)

School/Organization	Location	Type	
Edward Waters College	Jacksonville, FL, US	College /Undergraduate	<input type="button" value="ADD"/>

EDWARD WATERS COLLEGE

Transcript Request Directions

In the Add Enrollment Information section you will need fill out the information accurately.



Add Enrollment Information

Enter your current enrollment information for this school. **Required



Edward Waters College

Jacksonville, FL

A message from Edward Waters College

[+ Expand](#)

Thank you for submitting your e-transcript request to Edward Waters College.

The general timeframe for the processing of e-transcripts is 3-5 business days. This timeframe maybe impacted by holiday and weekend closures of the college.

Enrollment Status*

- Currently enrolled
 Not currently enrolled

Your Name

Joe Brown

[+ I would like to add a maiden name or variation to help match the credential I'm ordering](#)

Date of Birth *

Jul

3

1985

Gender

Gender

Select Order.

Enrollment Info

You can now get your credentials! Here is what is waiting for you at this organization.

Order Your
Transcript

Order

EDWARD WATERS COLLEGE

Transcript Request Directions

Enter the destination you would like your transcripts sent to and then select **Search** and then click **Select** if the appropriate school has appeared OR select yourself and enter your mailing address.

Reminder: Official transcripts are only official if they are not opened. If you are ordering transcripts to provide to a college, institution, or employer, the envelope must remain sealed. If you open it, it is no longer official.



[DASHBOARD](#) [ORDERS](#) [PROFILE](#)



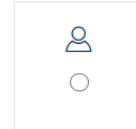
Select a destination

Where would you like to send your credential



An Academic Organization, Admissions Office, Business, or Other Organization.

OR



Yourself or Another Individual

[Advanced Search](#)

Institution

Location

Organization Type

Florida State College at Jacksonville

Jacksonville,
FL, US

College /Undergraduate

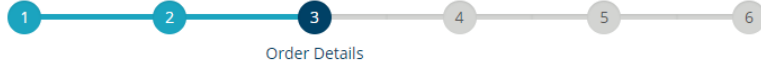
Not finding your destination?

You can enter a destination manually by using a street address or an email address.

EDWARD WATERS COLLEGE

Transcript Request Directions




Complete the Order Details by entering when you want transcripts sent and add your personal mailing address. Once complete, select **Save and Continue**.



Order Details

Your order has NOT been placed yet.

Item(s) being ordered:

 FROM Edward Waters College Jacksonville, FL	 TO Florida State College at Jacksonville Jacksonville, FL 32202	Delete this item						
 Transcript Delivery Method Electronic Switch to Print & Mailed	When do you want this sent? <input type="text" value="Hold for Grades"/>							
<input type="button" value="Add Another Item"/>	Personal Address <input type="text" value="1234 Nowhere Lane, Jacksonville, FL 32207"/>							
	<input type="button" value="+ Add Another Destination"/>							
		<table><tr><td>Credential Fee</td><td>\$14.50</td></tr><tr><td>Shipping / Handling</td><td>\$0.00</td></tr><tr><td>Item Total</td><td>\$14.50</td></tr></table>	Credential Fee	\$14.50	Shipping / Handling	\$0.00	Item Total	\$14.50
Credential Fee	\$14.50							
Shipping / Handling	\$0.00							
Item Total	\$14.50							

Total Credential Fees	\$14.50
Total Shipping / Handling	\$0.00
Order Total	\$14.50

EDWARD WATERS COLLEGE

Transcript Request Directions

Review the information to make sure it is correct and then select **Continue** if the information is correct.






Please Review Your Order (1 Credential)

Your order has NOT been placed yet.

Item(s) being ordered:

[Edit Order](#)

 FROM Edward Waters College Jacksonville, FL	 TO Florida State College at Jacksonville Jacksonville, FL, 32202									
 Transcript Delivery Method Electronic	When do you want this sent? Hold for Grades Personal Address 1234 Nowhere Lane, Jacksonville, FL 32207	<table><tr><td>Credential Fee</td><td>\$14.50</td></tr><tr><td>Shipping / Handling</td><td>\$0.00</td></tr><tr><td colspan="2"><hr/></td></tr><tr><td>Item Total</td><td>\$14.50</td></tr></table>	Credential Fee	\$14.50	Shipping / Handling	\$0.00	<hr/>		Item Total	\$14.50
Credential Fee	\$14.50									
Shipping / Handling	\$0.00									
<hr/>										
Item Total	\$14.50									

Total Credential Fees	\$14.50
Total Shipping / Handling	\$0.00
Order Total	\$14.50

[Continue](#)

EDWARD WATERS COLLEGE

Transcript Request Directions

Electronically sign using the request, type your name, read the statement and check the box, and then select **Save & Continue**.



Provide Consent

I authorize Parchment to release my academic credentials from Edward Waters College to the destinations I select.

Sign here with mouse or finger:

X _____

Clear Signature

Type Name:

I certify under penalty of law that I am the individual identified above and I am authorized to take this action.

Save & Continue

EDWARD WATERS COLLEGE

Transcript Request Directions

Enter payment information and then select Checkout to finalize the transcript request.



Payment Information (1 Credential)

Enter your payment information below.

Credit Card Number

Enter the 16 digits on the front of your credit card without spaces or dashes



Expiration Date

Enter the month and year your credit card expires

First Name

Last Name

Country

Address

City

State/Province

Postal Code

Phone Number

Checkout