

TRANSCRIPT ORDER FORM

Records Office
Sandalwood High School



Current Students: No charge for first 2 transcript, \$2.00 for each additional.

Former Students: \$5.00 per transcript.

We are not able to print transcripts for graduates/non-graduates 2011 and previous.

For 2011 and previous graduates/non graduates please call (904)-390-2088 to order transcripts.

We do not mail transcripts to private residences (exception to out of state students and deployed military)

Only Cash or Money Orders Accepted.

Today's Date _____ Number of Official Transcripts _____ Unofficial _____

Current Name _____ Name when you attended _____

Student Number _____ Phone Number _____

Date of Birth _____ Email _____

Signature _____ Graduate? Y N Last year attended _____

Transcript Pick-Up days are Tuesdays and Thursdays

Amount Due at time of pick up \$ _____

Confirmation of Payment _____

Confirmation of Transcript Pick-Up _____