**PINELLAS COUNTY SCHOOLS**

**REQUEST FOR SCHOOL RECORDS AND RELEASE AUTHORIZATION**

**IDENTIFYING INFORMATION** (please print)

Legal name while attending school \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name currently used, if different \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birthdate \_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_ Phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last public school attended in Pinellas County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year last attended (or graduated) in Pinellas County \_\_\_\_\_\_\_\_\_\_\_\_ Type of Diploma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RECORDS REQUESTED** (please indicate quantity needed in space provided)  **COST:**

\_\_\_\_\_**OFFICIAL Transcripts** $1.00 each   
 (sealed in an envelope)

\_\_\_\_\_**UNOFFICIAL Transcripts** $1.00 each

**Postage** *(if we are mailing it)* $ .55 for stamp

\_\_\_\_\_**RECORDS REQUESTED x $1.00**, then add postage = **TOTAL ENCLOSED** \_\_\_\_\_\_\_\_\_

**Send requested records to whom**: (and at what address OR fax number)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE** (required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Electronic Signatures are not acceptable, per Pinellas County School Board policy. This release is valid for 90 days from the date written above. PUBLIC LAW 93-380, August 21, 1974, prohibits us from furnishing a copy of a student record, or any information from a student record, without the written permission of the student. IF the student is UNDER the age of 18, a parent or guardian of the student must sign the request. This form is considered an official release of the requested information or record listed above.

**SIGN, DATE, MAIL** Gibbs High School-Transcript Request

850 34th St S

St Petersburg, FL 33711

Questions? Please call us at 727-893-5452

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**OFFICEL USE ONLY**

**Roll #\_\_\_\_\_\_\_\_\_\_\_\_ Student # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_\_\_\_**

**Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date Sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Processed By: \_\_\_\_\_\_\_\_\_\_\_ Revised 12/19**