

All transcripts released to students are stamped "ISSUED TO STUDENT." Official transcripts will be sent electronically or mailed directly from GCSC to the institution or address listed below. Transcripts WILL NOT BE RELEASED if there are any RESTRICTIONS on the student records.

OFFICIAL TRANSCRIPT REQUEST

Gulf Coast State College
Office of Admissions and Records
5230 West Highway 98
Panama City, Florida 32401-1058
Telephone Number (850) 769-1551 ext. 2936
Fax Number (850) 913-3308

Refer to your fax confirmation to confirm receipt by Admissions
A photo i.d. bearing your signature must accompany this request.

FOR OFFICE USE ONLY!

Request Received on: _____

Signature Verified Yes No

Staff Initials Only: _____

Transcripts mailed on: _____

Student Information (PLEASE PRINT)

Last Name: _____ First: _____ MI: _____ *SSN or Student I.D. Number _____

Date of Birth: _____ Has Your Address Changed? Yes No Email Address: _____

Address: _____ Apt. # _____ City: _____ State: _____ Zip Code: _____

Home Telephone # () _____ - _____ Cell Telephone # _____ - _____ Work Telephone # _____ - _____

Are you currently enrolled? Yes No Name Attended Under: _____ Last Year Attended: _____ (approx.)

Please Send: Now End of Semester Degree is Posted Grade Change (COURSE _____ GRADE _____)

Electronic Transcript Information

Transcripts will be sent electronically to the Florida college or university listed below. Transcripts will be sent to the admissions office **ONLY!** Please check the college or university you would like to request your transcripts to be sent.

COMMUNITY COLLEGES:

- Brevard CC
- Broward College
- Central Florida CC
- Chipola College
- Daytona State College
- Edison State College
- Florida Keys CC
- Florida State College at Jacksonville
- Gateway College
- Hillsborough CC
- Indian River State College
- Lake Sumter CC
- Miami-Dade College
- North Florida CC

- Northwest Florida State College
- Palm Beach State College
- Pasco Hernando CC
- Pensacola State College
- Polk State College
- Santa Fe College
- Seminole State College of Florida
- South Florida CC
- State College of FL, Manatee-Sarasota
- St. Johns River CC
- St. Petersburg College
- Tallahassee CC
- Valencia CC

UNIVERSITIES:

- Florida Atlantic University
- Florida International University
- Florida State University/Tallahassee
- Florida State University/Panama CC
- University of Central Florida
- University of Florida
- University of North Florida
- University of South Florida
- University of West Florida

Mail Transcript information

Please write the **complete school OR business name & address** where you would like us to mail your transcript **or** indicate **ISSUE TO STUDENT** in the space provided if you would like your transcript mailed directly to you. **(NO ABBREVIATIONS PLEASE)**

ISSUE TO STUDENT - MAIL _____ copies to:

Please mail _____ copies to:

*NOTIFICATION OF COLLECTION AND USE OF SOCIAL SECURITY NUMBERS: Florida statute 119.071(5); GCSC collects social security numbers for use in the performance of the College's duties and responsibilities for the following purposes: identification and verification & creation of student records necessary for conducting the College's business; billing & payments; data collection; tracking; tax & scholarship reporting; financial aid processing; athletic recruiting; accreditation of programs; certain commercial entities for the College and College purposes. Federal law requires that we protect social security numbers from disclosure to unauthorized parties. The College will assign you a unique student identification number to assist in protecting your identity. Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report the SSN of all postsecondary students to the Internal Revenue Service. A student may refuse to disclose his/her SSN to the College, but refusing to comply with the federal requirement may result in fines established by the IRS.

Student Signature

All requests for transcripts **must be signed by the student.** Parents or legal guardians will be allowed to request transcripts for **dependent students** with student written permission and transcripts will be mailed directly to the institution **ONLY.**

Signature of Person Completing Form: _____ Today's Date: _____

Failure to provide an ID bearing your signature with this request will cause a delay in your transcript being sent.

Revised 7/7/11 dn