



Transcript Request

FPTC Student Services,
757 Hoyt Street, Chipley, Florida 32428
850-638-1180. Fax 850-415-5378

Transcripts will not be processed if there is an outstanding financial obligation to FPTC. A \$ 5.00 fee is required upon request for each transcript. Please send money order only when mailing request. If FPTC mails transcript to school fee is waived.

Please provide the following contact information:

Social Security#: _____ / _____ / _____

Last Name: _____ Previous Name (while enrolled): _____

First Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ E-mail Address: _____

Program of Study at FPTC: _____

Dates of Attendance: from: _____ to: _____

Mail Request Information To:

College/Agency/Person: _____ Attention of: _____

Address: _____ City: _____ State: _____ Zip: _____

Third Party Pick Up (optional) Photo IQ Required.

I authorize the person named below to pickup my information:

Name: _____ Signature: _____

This personal information is issued in accordance with the Family Education Rights and Privacy Act (FERPA). It is intended for your use only. No personally identifiable information from this record may be released without the student's prior written consent. In compliance with Florida Statute 119.071(5), Washington County School District may collect your social security number for the following legitimate education purpose of accurate maintenance and transfer of records. I hereby give FPTC permission to release my transcripts as authorized below.

Student Signature (required): _____ Date: _____