

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
TRANSCRIPT REQUESTS	10-0604	1 OF 1
BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-2.10 College Records	January 25, 2016	

Purpose

The purpose of this procedure is to describe the process for students to request a transcript.

Procedure

- A. Upon request of the student, the college will provide to the student, or to a person or institution designated by the student, an official transcript of the student's academic record. Transcript requests may be made online via the student portal. Transcript requests will be accepted by telephone if they are going to an educational institution.
 - 1. **Transcript requests will not be processed until all financial obligations to the college are clear and the student's admission file is complete. Students who provide documentation that bankruptcy proceedings have been filed are eligible to receive transcripts until the college receives notice that the bankruptcy has been finalized.**
- B. Unofficial transcripts can be printed via the online student portal.
- C. Under the Family Education Rights and Privacy Act of 1974 (FERPA), the recipient of an internal transcript is prohibited from releasing any information contained therein to a third party.

REFERENCES: F.S. 1001.64, 1001.65, 1009.23

Adopted Date: November 2, 1987

Revision Date: January 22, 1992, June 24, 2014, January 25, 2016