



Student records are confidential and are only available to those who have authorization from the student or parent, guardian or responsible person if the student is under the age of 18. If the student is of the age of 18 or older, student records will not be released to parent, guardian or responsible person without the student's written consent.

Request Submitted By:

Requestor Name: _____
Email: _____ Phone: _____ Fax: _____
Type: Self Parent/Guardian K-12 Institution Post-Secondary Institution Other

Reason(s) for Request:

Personal Student Transfer Legal Other: _____

Send Requested Records To:

Name: _____
Contact: _____
Address: _____ City: _____ State: _____ Zip: _____
Email: _____ Phone: _____ Fax: _____

Delivery Method:

Mail Fax Pick Up (by appt.)

Requesting Records From:

Name: FRANKLIN COUNTY SCHOOL DISTRICT
Contact: RECORDS/TRANSCRIPTS
Address: 85 SCHOOL RD. City: EASTPOINT State: FL Zip: 32328
Phone: (850) 670-2810 Fax: (850) 670-8579

Student Information:

Last Name: _____ First Name: _____ Maiden Name: _____
DOB: ___/___/___ Last Grade Attended/Completed: _____

Requesting the following Student Data/Records:

Transcripts ESE Records Other*

*If you selected other, please specify: _____

The FCSD no longer maintains GED records; you must request by email to ged.fldoe.org or by calling 850-245-0449. Please be advised: Records prior to 1991 are archived and may be subject to a longer response time.

Authorizing Signature: _____ Relationship: _____ Date: _____