



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](mailto: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: \_\_\_\_\_