

Forest Lake Academy requires FLA transcript requests
to be made in WRITING (not by telephone)

TRANSCRIPT REQUEST FORM

Student Name: _____

If married, Maiden Name: (_____)

Current Mailing Address: _____

Zip: _____

Current Phone Number: (_____)

Please mail my FLA transcript to:

Office of (Undergraduate) Admissions

School Name: _____

Address: _____

City State Zip

S.S.#: _____ <<< *Optional*

Date of Birth: _____ <<< *Optional*

Year of Graduation: "Class of _____"

Withdrew Before Graduation: _____ / _____
Month / Year

Student's Signature (if 18 or older)

OR

Parent's Signature

FOR OFFICE USE:

INFORMATION	PERSON	DATE
Financial OK:		
\$5 Received:		
Mailed:		
Faxed:		
Picked up:		

INSTRUCTIONS:

Please complete the highlighted portions of this transcript request form. There is no transcript fee for any current senior or for any underclassman transferring from FLA to attend a different high school or academy. FLA graduates are allowed one free transcript request following graduation. (Transcripts sent to SAU are also free.) There is a \$5 fee for subsequent transcript requests from FLA graduates. Requests that are mailed to FLA must include payment by cash, money order, or check. Requests that are emailed or faxed to the school should be paid by a debit or credit card (see required information below).

TYPE OF CREDIT CARD: _____

PERSON'S NAME ON CREDIT CARD: _____

CREDIT CARD # _____

MONTH & YEAR OF EXPIRATION _____

AMOUNT TO BE CHARGED TO THE CREDIT CARD _____ (\$5 / request)

EMAIL ADDRESS: CampbellJ@forestlake.org

FAX NUMBER: (407) 862-7050 (Attention: Registrar)

MAILING ADDRESS: Forest Lake Academy Registrar
500 Education Loop
Apopka, FL 32703

FLA TRANSCRIPT REQUESTS WILL BE PROCESSED AND MAILED WITHIN A 24 TIME PERIOD FROM THE TIME THEY ARE RECEIVED. REQUESTS RECEIVED ON FRIDAY WILL BE PROCESSED ON MONDAY.