



# First Coast Christian School

7587 Blanding Blvd. ♦ Jacksonville, FL 32244  
 (904) 777-3040 ♦ Fax (904) 777-3045  
 Ministry of First Coast Baptist Church  
 www.fccsjax.org

## Transcript/Records Request Form

### For Office Use Only:

Financial Office Approval \_\_\_\_\_ Academic Approval \_\_\_\_\_  
 Date Processed \_\_\_\_/\_\_\_\_/\_\_\_\_ Date  Mailed  Faxed  Pickup Up \_\_\_\_/\_\_\_\_/\_\_\_\_

Student/Alumnus Name: \_\_\_\_\_ Date: \_\_\_\_\_

Alumnus or Parent (if under 18) Signature: \_\_\_\_\_

Contact # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Graduation Year: \_\_\_\_\_ or Last Year Attended: \_\_\_\_\_ Date Needed: \_\_\_\_\_

**Sending Information (Check one)**  Mail to ...  FAX to ...  Will be picked up...

Institution \_\_\_\_\_

Institution \_\_\_\_\_

Contact \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City, St, Zip \_\_\_\_\_

City, St, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

FAX \_\_\_\_\_

FAX \_\_\_\_\_

Quantity	Items Needed
	Official transcripts (These are sealed and should not be opened)
	Un-official transcripts (For personal use only)
	Last Report Card
	Medical Records
	College ACT/SAT Test Scores
	Achievement Test Scores
	Other Items:

Please allow 48 hours turn around time for processing