Forest Lake Academy FLA
Educating Today for Eternity
On-Campus and Distance Learning Programs

Transcript Request Form

Today's date: _____/_____/_____

Student/Alumni Name:

If married, Maiden Name:

Home Address:

Email:

Phone:

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

Date of Birth: <<< *Optional*

Year of Graduation:

Withdrew Before Graduation: /
Month Year

Student's Signature (if 18 or older)

OR

Parent's Signature

Please mail my FLA transcript to:

Enrollment Services

School Name:

Address:

FOR OFFICE USE:

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

INSTRUCTIONS:
Please complete the highlighted fields on this form. No fee is needed for current students. FLA graduates are allowed one (1) transcript at no charge following graduation. There is a $5 fee for subsequent transcript requests. Requests that are mailed to FLA must include payment by money order or check. Personal checks must clear our bank before the transcript is released. Requests emailed or faxed should include credit card information for payment (see below). This form can be mailed, faxed, or emailed. See contact information below.

TYPE OF CREDIT CARD:

PERSON'S NAME ON CREDIT CARD:

CREDIT CARD #

MONTH & YEAR OF EXPIRATION: 3-4 DIGIT SECURITY CODE:

AMOUNT TO BE CHARGED TO THE CREDIT/DEBIT CARD: ($5 / request)

EMAIL ADDRESS: OsorioC@forestlake.org

FAX NUMBER: (407) 862-7050 (Attn: Claudia Osorio)

MAILING ADDRESS:

Forest Lake Academy Director of Student Records
500 Education Loop
Apopka, FL 32703-6149

ALLOW 2-3 BUSINESS DAYS FOR PROCESSING YOUR REQUEST