



Fax: 386.754.4581

# TRANSCRIPT REQUEST

Revised 9/2025

**NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USE:** In compliance with Florida Statute 119.071(5), Florida Gateway College issues this notification regarding the purpose of the collection and use of your Social Security number. FGC collects your Social Security number for use in performance of the college's duties and responsibilities. To protect your identity, FGC will secure your Social Security number from unauthorized access. FGC will never release your Social Security number to unauthorized parties, and each student and employee at FGC will be issued a unique identification number. The unique identification numbers are assigned to students and employees to help protect identities. The Family Educational Rights and Privacy Act (FERPA) regulations at 34 C.F.R. 99, require the student's written consent to release educational records. Prior to 1986, FGC's historical student records are on microfiche and microfilm. Social Security numbers were utilized to identify students during this time when unique institutional student identification numbers were not used. FGC requests a Social Security number on all transcript request forms to ensure that it is providing records to third parties only for the student from whom a written release has been received in compliance with FERPA.