

Florida Gateway College Registration & Records 149 SE College Place Lake City, FL 32025-2007

Telephone: 386.754.4280 Email: records@fgc.edu Fax: 386.754.4581

Please complete **and sign** the information requested below and email, fax, mail or deliver to Enrollment Services for processing. It takes 2 – 4 business days to process a transcript request. **Student signature is required before this request may be processed.** Next page provides Notification of Social Security Number Collection and Use Information in compliance with Florida Statute 119.071(5).

TRANSCRIPT REQUEST

Social Security Number			Date of Birth:	/
Name:				
Last	First	Middle	Maiden	
Address:				
City:		State:	Zip Code: _	
Phone Number:		E-mail:		
I attended before 1986 I att		ed 1986 or after	Years I attended:	
List any other legal names:				
Please send my official transcript	t (sealed in enve	elope on official colle	ege transcript paper	·):
After degree Now is posted		n/after sted: Spring	Sum A	Sum B & C Fall
UNOFFICIAL Transcript (You are urged to monitor the receipt o when the transcript is sent out. Any inc	f transcripts sent debtedness to FG	to other schools or ager C must be cleared befor	e transcripts will be r	
Mail to me at above address.	to pick up.	ow (insert name in next cel . (Transcripts are held for ss days. Must show ID)		
Hold for me to pick up. (Transcripts are held for 30 business days. Must show ID)	Please note: Photo ID is required to pick up transcripts. Transcripts will not be released to parties other than the student named above without written authorization from the student.			
One transcript will be provide to each marked on this form. Please indicate				
#1 Name/Address of Institution	#2 Name/A	Address of Institution	#3 Name/Addre	ess of Institution
Student Signature:			Date:	

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.