

St. Johns County School District
Student Records
1 Christopher Street, St. Augustine, FL 32084
Phone: 904-547-7137 or 904-547-7133 Fax: 904-547-7135
Monday through Friday 8:00-5:00

School Records Request for Graduates and Withdrawals 2014 and Older

GED Records: <http://www.fldoe.org/academics/career-adult-edu/hse/transcript-diploma-requests.stml>

Private School Records: Call before filling out form

Identifying Information:

Legal name while attending school _____ Birthdate _____

Name currently used, if different _____

Last public school attended in St. Johns County School District _____

Last year of attendance in a public St. Johns County School _____ Did you graduate? ___Y ___N

Contact number or email address _____

Records Requested: \$6.00 per copy-please indicate quantity needed in space provided

____ Official High school transcript with graduation verification

____ Unofficial High school transcript with graduation verification

____ Graduation verification statement (Copies of High School Diplomas are unavailable)

____ Immunization records

____ Copy of school records

____ ESE records (only available within 5 years of graduation or withdrawal from school)

In the space provided, indicate the NAME and address for where records are to be sent.

**PLEASE ALLOW 7 TO 10 BUSINESS DAYS TO PROCESS AFTER REQUEST AND PAYMENT
HAVE BEEN RECEIVED**

By checking "I Agree" and typing or signing your name and date below, you agree to authorize the release of your records to the above named entity.

I Agree

Name: _____ Date: _____

Payment may be made by Money Order or Cashier's Check made payable to:

St. Johns County School District and submitting request form with payment and copy of

Photo ID to: By mail: St. Johns County School District, Student Records, 40 Orange Street,

St. Augustine, FL 32084 **In person:** Evelyn Hamblen Center, Student Records, 1 Christopher Street,

St. Augustine, FL 32084

Payment may be made by Credit/Debit Card through the following

website: <https://www.schoolpay.com/parent/mip/MbKb> **and submitting request form with copy of**

Photo ID to: Email: Rebecca.Cosgrove@stjohns.k12.fl.us or Annette.Wohlford@stjohns.k12.fl.us

Fax: 904-547-7135

Mail: St. Johns County School District, Student Records, 40 Orange Street, St. Augustine, FL 32084

Please check this box if you made a Credit/Debit card payment.