

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 2012 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 address for where records are to be sent.**

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**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 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 form with copy of ID to:**

**By 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