

School Records Request for Graduates and Withdrawals 2019 and Earlier

St. Johns County School District Student Records
1 Christopher Street, St. Augustine, FL 32084
Phone: 904-547-7133 Fax: 904-547-7135

Private School Records Request: Call prior to completing form

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

Identifying Information:

Full Legal name while attending school _____ Birthdate _____

Name currently used, if different _____

Last public K-12 school attended in St. Johns County School District _____

Last year of attendance in a public K-12 St. Johns County School _____ Did you graduate? Y

N If you are a current student, graduated or withdrew after 2019 do not complete this form. Contact the last St. Johns County School attended.

Contact number and email address _____

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

____ Official High school transcript includes graduation verification if applicable

____ Unofficial High school transcript includes graduation verification if applicable

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

____ Immunization records (May not be available for all records)

____ Copy of school records

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

Send Records to: Name and Address

PLEASE ALLOW 10 BUSINESS DAYS TO PROCESS AFTER REQUEST AND PAYMENT ARE 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 Credit/Debit Card through the following website:

<https://www.schoolpay.com/parent/mip/MbKb> and submitting request form to:

Email: Rebecca.Cosgrove@stjohns.k12.fl.us or Tonya.Hopper@stjohns.k12.fl.us

Fax: 904-547-7135

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

Payment may be made by Money Order made payable to:

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

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