

TRANSCRIPT REQUEST FORM

Please allow 1-2 business days for transcript processing/pick up.

Return request form to the CSHS front office or email to
csht transcripts@keysschools.com.

(305) 853-3222

STUDENT INFORMATION

Current Student Former Student

Student Name (at time of enrollment) _____

Date _____ Date of Birth _____

Phone Number _____

Email Address _____

Would you like an unofficial copy for your records? Yes, email Yes, hard copy No

TRANSCRIPT INFORMATION

Institution(s) requesting transcript _____

Transcript Method

Electronic – Email Address _____

Hard Copy – Mailing Address _____

Notes

- Electronic transcripts include transcripts that can be sent via email, FASTER, or SPEEDE/ExPRESS.
- Hard Copy transcripts will be considered official and sealed documents.
- All unofficial hard copy requests can be picked up at the front office.