



## Request for Transcripts

Complete legal name (*while attending school*): \_\_\_\_\_

Name currently using (*if different from above*): \_\_\_\_\_

Last public school and grade attended in Citrus County: \_\_\_\_\_

Graduation or withdrawal date: \_\_\_\_\_

Birth date: \_\_\_\_\_ Social Security Number: (Only last 4 digits) \_\_\_\_\_

Phone number: (     ) \_\_\_\_\_ or Email address: \_\_\_\_\_

(*Where you can be contacted*)

### **Records requested:**

(*Please indicate quantity needed in space provided*)

\_\_\_\_\_ High school transcripts, official

\_\_\_\_\_ High school transcripts, unofficial

(*Note*) \_\_\_\_\_

All GED transcripts must be requested online at:  
[www.ged.com](http://www.ged.com)

### **Send requested records to:**

(*Name and address of where records are to be sent*)    (*If to be faxed, please include phone number and name of contact in case of fax errors.*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Your Signature (required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Enclose a \$5.00 (per copy) cash or money order made payable to the respective school:

You may mail or bring your request to:

Citrus High  
600 W. Highland Blvd.  
Inverness, FL 34452  
Guidance Dept.  
352-726-2241

Crystal River High  
1205 NE 8<sup>th</sup> Ave.  
Crystal River, FL 34428  
Guidance Dept.  
352-735-4641

Lecanto High  
3810 W. Educational Path  
Lecanto, FL 34461  
Guidance Dept.  
352-746-2334

Withlacoochee Technical  
1201 W. Main Street  
Inverness, FL 34450  
Guidance Dept.  
352-726-2430

CREST  
2600 S. Panther Pride Dr.  
Lecanto, FL 34461  
Guidance Department  
(352) 527-0303

### Office Use Only:

Date Rec'd: \_\_\_\_\_ Amt Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_ Date Mailed: \_\_\_\_\_

Payment Type: Money Order ☐ Cash ☐