

## How to Request a Transcript

An Academic Transcript is a record of each credit course a student was or is currently enrolled in at First Coast Technical College. It lists the course numbers, titles, hours and grades earned, along with any available certificate information.

If you would like to request a transcript, please read the following information carefully:

- A transcript release requires the signed authorization of the student, via the transcript request form.
- We do not offer electronic transcript services so cannot send by email.
- First Coast Technical College does not charge a fee to mail transcripts, however there is a charge for any transcripts after the first copy. There is a \$10.00 charge for additional copies.
- Official transcripts will be sent by mail only. If an official transcript is sent directly to the student, it must remain in a sealed envelope.
- Regardless of how ordered, transcripts cannot be provided immediately upon request. It takes approximately 7-10 business days to process transcript requests.
- FCTC is not permitted to provide transcript services to any current or former student who owes money to FCTC. Please ensure that all holds have been cleared prior to requesting a transcript.
- FCTC cannot send transcripts from other institutions. If you have transfer credits, transcripts for those courses must be requested from the originating institution.

### Students can submit transcript request in the following ways:

- **In Person** Transcripts may be requested at the front desk in Building A at the St. Augustine campus during normal business hours.
- **By Mail** Students may request transcripts via mail using the Transcript Request form.  
Mail your request to: Transcript Request  
First Coast Technical College 2980 Collins Avenue, St. Augustine, FL 32084
- **By Email** Students may request transcripts by sending a scan of the Transcript Request form to [fctctranscripts@stjohns.k12.fl.us](mailto:fctctranscripts@stjohns.k12.fl.us)

### Your transcript request must be in writing and should include:

- Your name or any former name your records may be under
- Your current address and phone number
- Student ID number and/or social security number
- Your status i.e., Graduated including all certificates received at FCTC, Withdrawn, Continuing Education or Current
- Where the transcript is to be sent
- Any special handling instructions
- If there is a deadline to be met, please make note of it; every effort will be made to honor it
- Your signature; transcripts cannot be released without your signature

**Note:** If you are requesting multiple transcripts to be sent to the same address, please use only one request form and mark the number you need.