

Requesting a Matanzas High School Transcript

Types of Transcripts:

An **Official Transcript** is a comprehensive record of a student's academic progress and credit earned.

The official transcript includes the school seal and signature of the registrar or designee and is placed into a sealed envelope.

The **Unofficial Transcript** is primarily for your records only and does not have the school seal or designated signature.

Ordering Process:

MHS cannot release official transcripts unless all financial obligations to the school have been satisfied. You may contact the school at 386-447-1575 or stop by the school at 3535 Old Kings Road North, Palm Coast, Florida 32137 to make arrangements to clear any debts before ordering your transcript.

Transcript requests must be made in writing by the student. 1) This may be accomplished by: 1) coming to the school with your current picture ID; 2) by sending a letter or the transcript request form from our website with your signature, date of birth, the last four digits of your social and the correct name and address to which you wish the document sent. We will not accept faxed or e-mailed requests.

Mailing Address:

Matanzas High School 3535 Old Kings Road N., Palm Coast, FL 32137 Attention: Registrar

If you designate someone, (third party) other than yourself to pick up your transcript you must include this person's full name in your original request. They must have a current picture ID when they come to get the transcript.

Fee:

Payment of **\$5.00** cash or money order for each transcript must accompany the request if you are not a current year graduate.