

South Dade Baptist Church

Reaching Out to our Community through the Ministry of

Colonial Christian School

17105 SW 296 Street ~ Homestead, FL 33030

Phone: (305) 246-8608 ~ Fax: (305) 246-1542

Website: www.colonialchristianschool.com ~ Email: CCSPatriots@aol.com

William Long

Senior Pastor, S.D.B.C.

Terri Morrissey

Administrator, C.C.S.

Transcript Request

Student Name: _____ Grade: _____ Date: _____

Address: _____

Phone Number: _____

Please select one: Current Student _____ Past Student _____

Quantity of Transcripts: _____

Purpose of Transcripts: Personal Use _____
Scholarship _____
Transfer _____
College/University _____

Prepare transcripts to be: Picked up _____ Mailed _____

If mailed, please provide name and address of school/college/university:

* According to school policy, **ALL** outstanding financial balances **must** be satisfied before any records will be released.

** There is a 48-72 hour waiting period for **ALL** transcripts requested. You will be notified by telephone for pickup requests.

*** **ALL** students who have **previously attended** Colonial Christian School are subject to a \$2.00 fee per transcript.

I have read and understand the policies and procedures that have been stated for the release of personal files. I hereby give my written consent to release and distribute records for the purposes I have indicated above.

Signature of Parent (or student if over the age of 18)

Date

Approval by Administrator, Terri Morrissey

Date

Date Received _____

Date Sent _____