

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	TRANSCRIPT REQUESTS	10-0604	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-2.10 College Records	April 30, 2025	

Purpose

The purpose of this procedure is to describe the process for students to request a transcript.

Procedure

- A. Upon the submission of a request from a student, the College will provide to the student, or to a person or institution designated by the student, an official transcript of the student's academic record. Students can request their official transcript via their myFSCJ.
- B. Under the Family Education Rights and Privacy Act of 1974 (FERPA), the recipient of an internal transcript is prohibited from releasing any information contained therein to a third party.

REFERENCES: Family Education Rights and Privacy Act of 1974 (FERPA), F.S. 1001.64, 1001.65, 1009.23

Adopted Date: November 2, 1987

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