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**Indian River Virtual School**

**6055 62nd Avenue**

**Vero Beach, Florida 32967**

**Instructions for requesting transcripts**

**All Florida public university and college transcripts will be sent electronically. You will not need to include a stamped address envelope, but you will need to complete the bottom of this form and send it back to: Indian River Virtual – School Counselor**

[**andrea.cosner@indianriverschools.org**](mailto:andrea.cosner@indianriverschools.org) **or Fax: 772-564-3157**

**If your transcript is being sent to a non-public college/university or an out-of-state college/university, attach this form and 2 stamps addressed to the applicable college with your name on the return corner of the envelope. Do not return this form without the stamped envelope.**

**Year of graduation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Students Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Counselor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of College/University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address of College/University:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I authorize Indian River Virtual School to release my transcripts:**

**PARENT SIGNATURE (IF UNDER 18) DATE**

**STUDENT SIGNATURE (IF OVER 18) DATE**

**DO NOT WRITE IN THIS SPACE**

**DATE PROCESSED\_\_\_\_\_\_\_\_\_\_\_PROCEDURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_INITIALS \_\_\_\_\_\_\_**

**This form is only for students who have been full-time students with Indian River Virtual School. If you need a transcript sent and you were not an Indian River Virtual School student please request a transcript from your last enrolled school.**