



# ACADEMIC RECORDS REQUEST FORM

Sheridan Technical College - Main Campus  
5400 Sheridan Street • Hollywood, FL 33021  
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[www.SheridanTechnicalCollege.edu](http://www.SheridanTechnicalCollege.edu)

Sheridan Technical College - West Campus  
20251 Stirling Road • Pembroke Pines, FL 33332  
Tel 754.321.3900 • Fax 754.321.3940

**PLEASE READ BELOW BEFORE COMPLETING THE ACADEMIC RECORDS REQUEST FORM.**

To request records from 2001 or prior, please contact Records Retention at 754.321.3150 or go to <http://www.browardschools.com/transcripts>.

## PERSONAL INFORMATION

SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ STUDENT ID NUMBER \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
MONTH DATE YEAR  
LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ FORMER NAME(S) \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_  
PROGRAM(S) ATTENDED \_\_\_\_\_ LAST YEAR ATTENDED \_\_\_\_\_ DID YOU GRADUATE?  YES  NO

## DELIVERY METHOD *(Limit 2 copies)*

- PICK UP \_\_\_\_\_ COPY(IES)  
TO BE PICKED UP BY \_\_\_\_\_
- MAIL \_\_\_\_\_ COPY(IES) TO MY MAILING ADDRESS
- MAIL \_\_\_\_\_ COPY(IES) TO ANOTHER ORGANIZATION
- PICK UP VERIFICATION LETTER
- MAIL VERIFICATION LETTER

### PLEASE MAIL A COPY OF THE ACADEMIC RECORDS REQUEST TO

NAME OF ORGANIZATION \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

## REQUESTED RECORDS


- TRANSCRIPTS
- UNOFFICIAL CERTIFICATE *(PHOTOCOPY)*
- VERIFICATION LETTER
- OTHER \_\_\_\_\_
- OTHER \_\_\_\_\_

## IMPORTANT NOTES

1. **PLEASE ALLOW 5-7 BUSINESS DAYS FOR PROCESSING OF RECORDS REQUEST.**
2. **INCOMPLETE AND UNSIGNED REQUEST WILL NOT BE PROCESSED.**
3. **TO REQUEST G.E.D.® RECORDS PLEASE VISIT [WWW.GED.COM](http://WWW.GED.COM)**

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

  
Sheridan Technical College  
is accredited by  
the Commission of the Council on Occupational Education.  
7840 Rosewell Road, Building 300, Suite 325  
Atlanta, GA 30350  
Tel (770) 396-3898 • Fax (770) 396-3790  
[www.council.org](http://www.council.org)

  
Sheridan Technical College  
Practical Nursing Program is accredited through  
Accreditation Commission for Education in Nursing, Inc.  
Accreditation Commission for Education in Nursing, Inc. (ACEN)  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
Tel (404) 975-5000 • Fax (404) 975-5020  
[www.acenursing.org](http://www.acenursing.org)



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