

RECORDS

To request records or verifications other than transcripts, such as proof of student enrollment, graduation verification, etc. and to have government, agency or car insurance forms completed:

FOR PAST STUDENTS and GRADUATES AFTER 2004

- **If you are a current student:** drop off form or request in the Registrar's Office before school, during your lunch or after last bell until 3:00. **(please include you student #)** and return in 3-5 days to pick up.
- **If you are not a current student:** Please mail or drop off your form or request in the Registrar's Office. Attach a copy of the student I.D. or a written release signed by the student and return in 3-5 days to pick up, or provide an address for the return.

FOR PAST STUDENTS and GRADUATES PRIOR TO 2004

Contact Broward County Office of RECORDS RETENTION

Call: 754-321-3150 **or**

Drop Off: 7720 W. Oakland Park Blvd., Sunrise 3rd floor

Website: browardschools.com, RESOURCES, School Transcripts (Records Retention)