

Transcript Requests for College Admissions Cheat Sheet	
Florida Public Colleges and Universities (with the exception of FSU and UF who do not want transcripts until Spring semester IF the student was accepted)	<i>FREE electronic transcript is sent, request from Data Entry Specialist</i>
Private Florida Schools (if not using Common Application)	<i>Hard Copy Sent, \$1 charge, request from Data Entry Specialist</i>
Private Out of State Schools (if not using Common Application)	<i>Hard Copy Sent, \$1 charge, request from Data Entry Specialist</i>
If a student applied to a college or university with the Common Application	<i>Townsend already submitted their transcript for them – another DOES NOT need to be sent for admissions</i>
If a student applied to a college or university with Send.edu or other college-specific website	<i>Townsend already submitted their transcript for them – another DOES NOT need to be sent for admissions</i>
Midyear Transcripts (only for schools that REQUIRE them)	<i>Usually completed through the Common App or other electronic report systems that the College Advisor uses with students, so Townsend sends. Another transcript DOES NOT need to be sent.</i>
Final Transcripts (for ALL schools – public, private, in state or out of state)	<i>ALL students must request a final transcript at the end of the year as ALL SCHOOLS require a final transcript. Request from Data Entry Specialist.</i>