

OFFICE OF HUMAN RESOURCES  
4200 Congress Avenue  
Lake Worth, FL 33461-4796  
Telephone: (561) 868-3114



## REQUEST FOR OFFICIAL TRANSCRIPT

### Instructions to College/University

I hereby request that you send my official transcript to The Office of Human Resources, MS#10, Palm Beach State College, 4200 Congress Avenue, Lake Worth, FL 33461-4796 (**this must be a hard copy transcript, as electronic copies will not be accepted**). Please return a copy of this request form along with the transcript. The transcript must be issued to and sent **directly to the Office of Human Resources and must state or be stamped that it is official and "Issued to the Office of Human Resources."** In compliance with our regional accrediting body (SACS-COC), Palm Beach State's policy is that we can only accept official transcripts issued and sent to the college, not the student. If you should have any questions, please contact Claudette Grindley, Human Resource Representative at (561) 868-3130 or by e-mail [grindlec@palmbeachstate.edu](mailto:grindlec@palmbeachstate.edu)

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Send hard-copy of official transcript  
along with this form to:  
(*Electronic copies will not be accepted*)

**Palm Beach State College**  
**Office of Human Resources, MS#10**  
**4200 Congress Avenue, Lake Worth, FL 33461**

Student Name while attending College: \_\_\_\_\_  
Last First MI

SS# or Student ID#: \_\_\_\_\_

Attendance Dates at College: From: \_\_\_\_\_ To: \_\_\_\_\_

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Print Current Name

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Signature