

Transcripts Request

Transcripts requests will be processed within 72 hours from the order date (Business Days ONLY).

To order transcripts – from the **Free of Charge List on the form**

1. Please print and complete the attached Transcript Form (please print clearly).
2. FAX (305-386-8987) or mail or bring the complete form to Felix Varela.
3. A copy of your valid picture ID.

Current Students – Requesting paper transcripts or email copy.

1. Please make your payment(s) through the OSP App on the student portal.
2. Print and complete the form and deliver it to the Main Office.

Non-Current Student – Requesting paper transcripts or email copy.

1. Print and complete the **attached** Transcript Form (please print clearly or type).
2. If you are mailing your Transcript Request Form, please include the following.
 - The complete request form.
 - A copy of your valid picture ID.
 - Along with the payment of **\$5.00** per transcript (cash or money order **ONLY**).

NOTE: Email/electronic transcript requests are **NOT FREE (\$5.00 per transcript).**

Transcript Request Form ([Download](#))

URGENT NOTE: If someone else will be ordering your transcript or picking up the transcripts for you, please provide the following information.

1. **Transcripts Request Form.**
2. **A valid picture ID must be attached with the request form.**
3. **Signed Authorization Letter.**
4. **The letter of authorization must provide the name of the person you are authorizing to order or pick up your transcripts.**
5. **Along with the payment of **\$5.00** per transcript (cash or money order **ONLY**).**

Transcripts will not be ordered nor released without the requirements above.

Our Mailing Address

To: Felix Varela Senior High
Attn: Transcript Office
15255 SW 96th Street
Miami, FL 33196