



ACADEMIC RECORDS REQUEST FORM

McFatter Technical College
and Technical High School
6500 Nova Drive | Davie, FL 33317
754.321.5700 • Fax 754.321.5830
www.McFatterTechnicalCollege.edu



Broward Fire Academy Campus
2600 S.W. 71 Terrace
Davie, FL 33314
754.321.1300

IMPORTANT NOTES

Please read before completing. For transcript requests prior to 2001, contact records retention at 754.321.3150 or go to <http://www.browardschools.com/transcripts>. Upon request, McFatter Technical College and Technical High School provides each postsecondary student a copy of his/her transcript at no charge. All transcript requests must be made in writing. Secondary transcripts must be requested from the student's home high school.

1. Please allow 5-7 business days for processing of records request.
2. Incomplete and unsigned request will not be processed.
3. To request GED® records, please visit www.ged.com.

ONLINE INSTRUCTIONS:

1. Download this form to your computer.
2. Complete the form, sign, and save a copy for your records.
3. Email the completed form to franzie.williams@browardschools.com or fax to 754-321-5830, Attn: Franzie Williams, and attach a copy of photo I.D. or Driver's license

Name: _____
Last (while attending MTC) First Middle

Married/Other Name: _____
Last (while attending MTC) First Middle

Last 4 digits of SSN: _____ FL Student ID# (optional): _____

Phone Number: _____ Date of Birth: _____

Program: _____ Last Month/Yr. Attended: _____

Instructor: _____ Program Completed: Yes No

Number of Transcripts: _____ Official Attendance Verification Letter
 Unofficial Health Record Other: _____

To be picked up: Yes No

Release/Mail Records to: _____
(Name of organization or person requesting records)

Address City State Zip Code

Signature of Student (Parent if under 18) -Typing (digital) name is acknowledging that it is the same as signing the form Date



The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.