



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

CYPRESS BAY HIGH SCHOOL

Charles Scott Neely, *Principal*
18600 Vista Park Boulevard
Weston, Florida 33332
754-323-0350

SCHOOL BOARD

Chair BENJAMIN J. WILLIAMS
Vice Chair ANN MURRAY

ROBIN BARTLEMAN
MAUREEN S. DINNEN
PATRICIA GOOD
JENNIFER LEONARD GOTTLIEB
LAURIE RICH LEVINSON
NORA RUPERT
DAVID THOMAS, NBCT

JAMES F. NOTTER
Superintendent of Schools

Directions for Requests by Mail

Print the **Transcript Request Form** and follow the instructions listed below. Your request must include the following information:

1. Former student's name used in school (include married name, if applicable)
2. Last year attended or graduated
3. Date of Birth
4. Social security number (optional)
5. Home address where records are to be mailed
6. Daytime telephone number
7. Signature of the individual to whom the records belong
8. Copy of picture id
9. Fee - \$2.00 for each copy of official school transcript (cash or money order only) Do not send coins

Requests for transcripts will be processed within 48 hours of receipt of request (except for non school working days and holidays.) If it is more convenient to come by the Registrar's Office to order, please do so Monday through Friday between 7:15 am and 10:30 am. Sorry, no faxes are accepted.

If you graduated or last attended before 2004 send your request directly to :

Broward County Public Schools
Records Retention
7720 W. Oakland Park Blvd. 3rd Floor
Sunrise, Fl. 33351