**Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Counselor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Winter Park High School Transcript Verification Form**

**Review your transcript carefully for accuracy. For additional information or questions, email your School Counselor for assistance. Counselors will email you once the change is completed and verified so you can pick up an updated copy.**

1. **Please check the box of the area where a change needs to be made.**

**\_\_\_\_\_\_\_\_\_\_ Demographic information (Name spelling, ethnicity, race, SSN, address, etc.)**

**\_\_\_\_\_\_\_\_\_\_ Course information (Missing online classes, honors flag, grade forgiveness, etc.)**

**\_\_\_\_\_\_\_\_\_\_ Cumulative Summary**

**\_\_\_\_\_\_\_\_\_\_ Test information (Missing FSA, SAT, ACT, etc. Bring copy of score report)**

**\_\_\_\_\_\_\_\_\_\_ GPA concerns**

1. **Make note below with an explanation for the issue.**
2. **Attach a copy of the transcript.**
3. **Highlight the section to be addressed.**

**Notes: Please explain in detail the issue in the space below:**

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**Office use only:**

**Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**