

# Hillsborough County Public School Choice Transcript Request Form

## For Elementary, Middle and High School Programs with Eligibility Requirements

- This form applies to students that have not been continuously enrolled in an HCPS school for the last 3 years.
- Applicants are responsible for providing official records of grades/testing completed outside of Hillsborough County Public Schools to the Office of Student Planning and Placement by the final day of the application window.
- If transcripts are in a language other than English, a certified translated copy of the official transcript must accompany the original transcripts.

Student Name:

Date of Birth:

\_\_\_\_\_

\_\_\_\_\_

Current School:

Current Grade:

\_\_\_\_\_

\_\_\_\_\_

**Current School:** This student has applied for admission to one or more Hillsborough County Public School criteria-based programs. Please submit the requested records listed below to the Office of Student Planning and Placement.

**Parents:** Please check the boxes below to indicate what records are being requested and send this form to the school that has the requested records.

### Applying KG - 9th grade (Hillsborough Virtual K-12 Requirement only)

- Proof of Successful completion of prior grade level (report card)
- Proof of Enrollment in current grade level (current class schedule)
- Most recent Standardized Reading Assessment

### Applying 10th - 12th Grade Hillsborough Virtual K12 Requirement

- Proof of Completion of prior high school courses (all completed up to time of application)
- Proof of enrollment of current grade (current class schedule)
- Most recent Standardized Reading Assessment

### Applying 6th - 10th grade Choice Attractor Program (Academic Criteria)

- Standardized Reading and Math test scores from the two previous school years

### Applying 9th and 10th Grade Magnet High School Program (Academic Criteria)

- All grades earned in core courses from the prior school year and the current 1st 9 weeks
- Standardized Reading and Math test scores from the two previous school years

Parent Approval:

Date:

\_\_\_\_\_

\_\_\_\_\_

Dear School Official,

Please mail the student's official record in a sealed envelope to the address below. Transcripts must be received by Hillsborough County Public Schools Office of Student Planning and Placement by the final day of the application window.

Hillsborough County Public Schools  
Velasco Student Services Center  
Student Planning and Placement  
1202 E. Palm Avenue  
Tampa, FL 33605  
Email: ChoiceTranscripts@hcps.net

Please visit [hillsboroughschools.org](http://hillsboroughschools.org) or call the Choice Information Line at 813-272-4692 for more information