



# HOW TO ORDER HIGH SCHOOL TRANSCRIPTS

Polk State Lakeland Collegiate High School



### **Ordering Transcripts By Mail**

To order a copy of your Polk State Lakeland Collegiate transcript by mail:

- [Download the transcript request form](#).
- Fill out completely and sign.
- Send with check or money order to: Polk State Lakeland Collegiate High School, Transcript Request Office, 3425 Winter Lake Road., Lakeland, FL 33803-9765.

### **Processing Times**

Current Students may order official transcripts through their [PAL](#) drop box. Official transcripts ordered via [PAL](#) expedites processing and transcripts are sent within 24 – 48 hours.

Former students ordering official transcripts via [email](#) expedites processing and transcripts are sent within two (2) business days. Remember to include a copy of your payment to the cashier's office.

All signed [written requests](#) are processed in the order received within five (5) business days.

Processing time for **all** orders may be longer during peak times; particularly during registration periods and at the end of semesters.

**All Transcripts can be ordered from [Polk County School Board](#) directly.**