

# School Transcripts and Diplomas

## Online School Transcripts Request

Pupil Accounting Now Offers Online Records Request to Former Students

To access the online request form visit: [polkfl.scribborder.com](http://polkfl.scribborder.com)

The following documents that may be requested by Polk County Public Schools alumni include: high school transcripts, proof of age, a copy of a birth certificate, psychological records, ACT test scores, SAT test scores, Exceptional Student Education records, immunization records and vocational records.

Once an online request is filled, it will be processed during normal business hours (Mondays to Thursdays 7:30 a.m. to 5 p.m., closed on Fridays). Please allow up to seven business days for processing. A four dollar convenience fee will be added to each transaction. If there is a problem locating the requested records, the individual who made the request will be contacted via the email address provided.

Members of the public with additional information about the new online records request are asked to contact Pupil Accounting and Records at 863-519-3925 or via mail at: Polk County Public Schools, Pupil Accounting and Records, P.O. Box 391, Bartow, FL 33831.

Per District policy and the Family Educational Rights and Privacy Act (FERPA) student records are only available to those who have authorization from the student or parent, guardian or responsible person if the student is less than 18 years of age. If the student is 18 years of age or older, school records will not be released to a parent, guardian, or responsible person without the student's written consent.

## Diplomas

### Backdated Diplomas

Copies of diplomas for Polk District Schools are not retained in student records. A duplicate backdated diploma may be obtained by submitting the following form. Four to Six weeks required for delivery.

[Backdated Diploma Order Form](#)

### GED Diplomas

Duplicate GED Diplomas may be obtained by contacting the GED Testing Office, Florida Department of Education, 325 West Gaines Street, Room 634, Tallahassee, Florida 32399 or call 877-352-4331 (toll free) or 850-245-0449.