

## **TRANSCRIPT REQUEST PROCEDURES**

Students **currently** registered at Ronald W. Reagan/Doral Senior High School may request their transcripts during school hours from 7:00 am to 2:30 pm (Free of charge). The request forms are located at the Registrar's Office, room 123.

All **former** Ronald W. Reagan/Doral Senior High School students (graduates/non-graduates) may visit our school or mail in their transcript requests. Please include your name as it appears in our records, date of birth, graduation date or last year of attendance and mail it to the address shown below. Please include **\$2.00 per hard copy transcripts requested** (cash or money order only).

**Telephone, fax, or e-mail requests are not accepted for hard copies request.**

Ronald W. Reagan/Doral Senior  
8600 NW 107 Ave  
Miami, FL 33178  
Attn: Registrar

For **electronic requests ONLY**, please complete the electronic transcript request form form, sign it and e-mail it to: [cecilia@dadeschools.net](mailto:cecilia@dadeschools.net)

Please be aware that all process may take up to **5-7** working days.