



HOW TO ORDER YOUR HIGH SCHOOL TRANSCRIPTS

OPTION 1- BY MAIL

- GET A MONEY ORDER FOR \$7 PAYABLE TO
MIAMI SPRINGS SENIOR HIGH SCHOOL
- MAIL THE MONEY ORDER TO:
MS. PATTY VALERIO
MIAMI SPRINGS SENIOR HIGH SCHOOL
751 DOVE AVE.
MIAMI SPRINGS, FL 33166
- INCLUDE THE FOLLOWING INFORMATION ON A LETTER WITH
THE MONEY ORDER:
 - **NAME**
 - **YOUR DATE OF BIRTH**
 - **YOUR GRADUATION YEAR**
 - **COLLEGE OR UNIVERSITY NAME AND ADDRESS**

UPON RECEIPT OF YOUR MONEY ORDER, TRANSCRIPT WILL BE
ORDERED AND MAILED TO THE ADDRESS OR UNIVERSITY
PROVIDED.

OPTION 2- IN PERSON

- BRING \$7 CASH TO THE SCHOOL
- REQUEST TO SEE MS. PATTY VALERIO

IN PERSON TRANSCRIPTS TAKE 48 HOURS.
FOR MORE INFORMATION, EMAIL PVALERIO@DADESCHOOLS.NET.