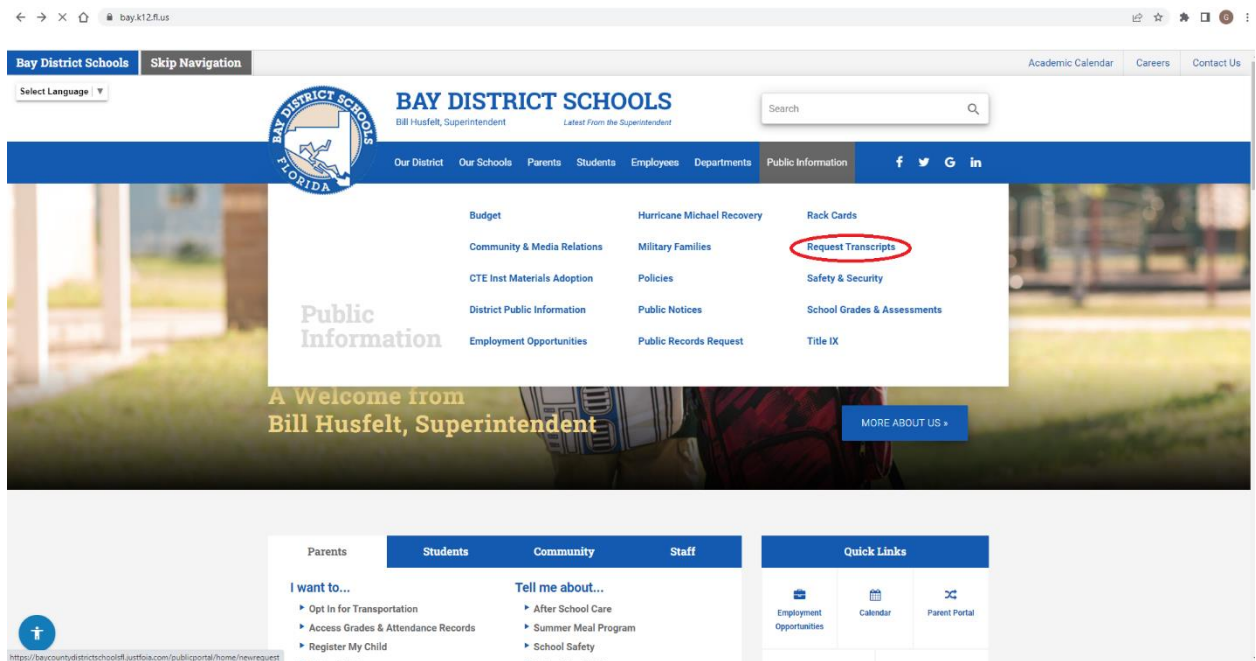


# How to Request a Transcript

1. Go to <https://www.bay.k12.fl.us/>



2. Hover over **Public Information** and click on **Request Transcripts**



# How to Request a Transcript

## 3. Click on **MAKE A REQUEST** under **Submit a New Records Request**

The screenshot shows a web browser window displaying the Bay County District Schools Public Records Request portal. The browser's address bar shows the URL: baycountydistrictschoolsfl.justia.com/publicportal/home/newrequest. The page header includes the Bay County District Schools logo and the text "BAY COUNTY DISTRICT SCHOOLS, FL RECORDS REQUESTS". The main content area features a "Public Records Requests" section with contact information for the Bay District Schools Custodian of Public Records, including an email address (bdscomm@bay.k12.fl.us) and a phone number (850-767-5282). Below this, there are three buttons: "NEW REQUEST", "SEARCH ARCHIVE", and "TRACK STATUS". A "Submit a New Records Request" section contains a "Public Records Request" button and a "MAKE A REQUEST" button, which is highlighted with a red box and a red arrow pointing to it with the text "Click here". The footer of the page includes the text "POWERED BY JUSTFOIA" and the date "8/24/2022".

# How to Request a Transcript

4. Fill out the form accordingly, typing **Request Transcript** in the **Enter Text** field

\* denotes a required field



## Public Records Request

1311 Balboa Ave - Panama City, Florida 32401  
Phone: (850) 767-5282 Fax: (850) 767-5367  
BDSComm@bay.k12.fl.us

Pursuant to [Chapter 119 Florida Statutes](#), I hereby request the following currently existing records of Bay District Schools Florida.

Requests are not required to be in writing, nor is the requestor required to provide their name or an explanation as to why the request is being made. For those who wish to make a written request, you may complete and submit this form or otherwise please contact the Communication's Office at the number listed above.

The request must be clear enough to enable the office to conduct a meaningful search. The office may ask questions about the request in order to respond to the request fully and in a timely manner.

<b>Name of Requestor (IF REQUESTING TRANSCRIPTS THIS MUST BE THE NAME YOU USED FOR GRADUATION)</b> John Doe	<b>Phone</b> ###-###-####	<b>Email</b> johndoe@example.com	<b>Birth date (required for transcript requests only)</b> 01/01/2001
<b>Address</b> 123 Example Drive	<b>City</b> Panama City	<b>State</b> Florida	<b>Zip</b> 11111

**Description of Request** (Be as specific as possible, including name, dates, case numbers, etc, if known.) IF YOU ARE ASKING FOR A TRANSCRIPT OR EDUCATIONAL RECORDS PLEASE NOTE THAT YOU MUST PROVIDE A DATE OF BIRTH. RECORDS/TRANSCRIPT REQUESTS WITHOUT A DATE OF BIRTH CANNOT BE PROCESSED AND WILL AUTOMATICALLY BE CANCELED.

When you have completed your request, you will receive a security key and login information from the portal. YOU MUST RETAIN THIS INFORMATION IN ORDER TO BE ABLE TO ACCESS YOUR RECORDS.

\* **Enter Text** **Type 'Request Transcript' here**

I request (select one):  
Only to review / inspect

*An estimate of will be provided to you before production begins. Payment of 50% of the estimate is expected before records production will begin. Payment of the remaining balance, adjusted against payment made and actual cost, is expected before records are delivered.*

Charges are based on searching for and/or locating the requested record, reviewing records for legally exempt or confidential information,

# How to Request a Transcript

5. When finished, **submit** the form.

<b>Name of Requestor (IF REQUESTING TRANSCRIPTS THIS MUST BE THE NAME YOU USED FOR GRADUATION)</b> John Doe	<b>Phone</b> ###-###-####	<b>Email</b> johndoe@example.com	<b>Birth date (required for transcript requests only)</b> 01/01/2001
<b>Address</b> 123 Example Drive	<b>City</b> Panama City	<b>State</b> Florida	<b>Zip</b> 11111

**Description of Request** (Be as specific as possible, including name, dates, case numbers, etc, if known.) IF YOU ARE ASKING FOR A TRANSCRIPT OR EDUCATIONAL RECORDS PLEASE NOTE THAT YOU MUST PROVIDE A DATE OF BIRTH. RECORDS/TRANSCRIPT REQUESTS WITHOUT A DATE OF BIRTH CANNOT BE PROCESSED AND WILL AUTOMATICALLY BE CANCELED.

When you have completed your request, you will receive a security key and login information from the portal. YOU MUST RETAIN THIS INFORMATION IN ORDER TO BE ABLE TO ACCESS YOUR RECORDS.

\*  
Enter Text

I request (select one):  
Only to review / inspect

An estimate of will be provided to you before production begins. **Payment of 50% of the estimate is expected before records production will begin. Payment of the remaining balance, adjusted against payment made and actual cost, is expected before records are delivered.**

Charges are based on searching for and/or locating the requested record, reviewing records for legally exempt or confidential information, deletion of such exempt or confidential information, and preparing, copying, and re-filing of the requested records. The rate charged will be based on the lowest paid full-time personnel at Bay District Schools capable of processing the public-records request (based on salary and benefits). Charges for one-sided copy is \$ 0.15 per page. In those cases where legal review is necessary, the charge will be based on the lowest attorney rate (salary and benefits).

If the time for providing paper or electronic records is less than 15 minutes, the records will be provided at no charge.

**Attachments**

If you have any supplemental information you would like to provide as a part of this request (i.e. letters, emails, etc.) please add them below:

To add files, drag & drop or **choose files...**

**SUBMIT**

**If you need assistance with filling out the form, call Sara Way at the District Office (850-767-4238)**