



"Commitment to Excellence"

Transcript Submission Guidelines for CSRIPS Admissions

Official high school transcripts must be submitted to the Admissions Office proving a standard high school diploma, GED, or validated foreign equivalent. (Transcripts are considered official if sent **directly** to CSRIPS from the previous institution or are delivered in a sealed envelope, sealed by the issuing institution).

All applicants: new, current, and college transfer students - must have their official high school or GED transcript on file at CSRIPS; however, the high school transcript may be waived for admissions purposes if a student has earned an Associate, Bachelor, or higher degree from a regionally accredited institution. College/university official transcripts indicating completion of the higher degree shall be submitted to CSRIPS Admissions Office.

EMT-Basic Applicants: Candidates currently enrolled in high school are eligible to apply. However, they must submit an official high school transcript demonstrating good academic standing. Additionally, a letter from their guidance counselor indicating their estimated graduation date must be emailed to transcripts@coralsprings.gov

EMT-Paramedic and Firefighter I & II Applicants: Applicants must have completed high school before registering for these programs.

Transcripts must be received by the start of registration period.

OFFICIAL TRANSCRIPTS MUST BE SENT TO CSRIPS FROM YOUR PREVIOUS INSTITUTION:

1. ELECTRONIC SUBMISSION:

- Email: Contact the previous institution(s) you attended to request that your transcript be sent electronically to Transcripts@coralsprings.gov
- Transcripts may also be submitted via Parchment.com if your school is a participating organization.

2. PAPER SUBMISSION:

- For institutions that do not transmit electronically, please mail sealed paper transcript to:
CSRIPS Admissions
4150 NW 120th Ave
Coral Springs, FL 33065

3. Students who received a Florida GED can request their scores be sent to CSRIPS, by visiting www.ged.com.

IMPORTANT NOTES:

- **Returning Students:** If CSRIPS has your official transcripts on file from a previous enrollment or registration, you do not need to resubmit your transcripts.
- If you attended a university outside the United States, you must submit your foreign academic transcripts along with an American Translators Association (ATA) certified English translation (required only if transcripts are not in English) and a commercial evaluation.





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- Foreign academic transcripts must be evaluated by a member of the National Association of Credential Evaluation Services (NACES).

CHECKING YOUR TRANSCRIPT STATUS:

- To verify if your transcripts have been received by CSRIPS, please log into your MyCSRIPS account.
- Select "Reference (Forms)" from the left-hand menu, then "Files and Documents," followed by "Registration Folder."

Files	Uploader	Closed Captions	Document Type	Last Updated	Download
Sample Transcript.pdf (182 KB)	Esther (Staff)		Transcripts	10/28/2024	

For any questions or further assistance, please email transcripts@coralsprings.gov.