

Student Instructions

1. Make sure you fill out the form completely. Incomplete requests will not be honored.
2. Attach a copy of a government issued picture ID that also includes your signature. Request forms without a picture ID with signature will not be processed.
3. Make sure to sign the form. Forms without the signature will not be processed.
4. Fax the form to the Assessment Center of your choice:
 - East (407) 582-2748
 - West (407) 582-1682
 - Osceola (407) 582-4202
5. Allow 3-5 business days for your request to be completed. No requests are processed on the same day.