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Accredited by SACS and GAC

Transcript Fee of \$5

TRANSCRIPT REQUEST FORM

The Family Educational Rights and Privacy Act of 1974 prohibits the release of educational records of personally identifiable information contained in a student's file, without the written consent of the student, or the parents, if the student is under the age of 18 years, to any party other than those specified in this Act. School Board policy requires that we obtain the following information in order to assure our compliance with the regulations as outlined in the Family Educational Rights and Privacy Act.

FULL NAME AT PRESENT: _____

NAME USED IN SCHOOL: _____

APPLICANT PHONE NUMBER: _____

DATE OF BIRTH: _____

NAME OF SCHOOL ATTENDED: _____

GRADUATION YEAR: _____ OR WITHDRAWAL YEAR: _____

NAME OF CONTACT AND ADDRESS IF TRANSCRIPT IS TO BE MAILED:

Signature

Date

For Office Use Only: Initial & Date

Request Date _____ Request Received By _____

Payment Date _____ Payment Received By _____ Cash _____ Check _____