

Dr. Robert A. Griffin, Superintendent

Willie A. Hinton, Jr., Chairman | Bob M. Patterson, Vice Chair | Leon Coverson | Bradley Smith | Rebecca "Kay" King

## TRANSCRIPT REQUEST FORM

DATE REQUESTED \_\_\_\_\_

DATE MAILED \_\_\_\_\_

CURRENT NAME \_\_\_\_\_

BIRTHDATE \_\_\_\_\_

NAME ON RECORD \_\_\_\_\_

SCHOOL ATTENDED \_\_\_\_\_

GRADUATION DATE \_\_\_\_\_

WITHDRAWAL DATE \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

IF TRANSCRIPT IS TO BE MAILED, TO WHOM AND TO WHAT ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF TRANSCRIPT IS TO BE PICKED UP, PLEASE PUT DATE TO BE PICKED UP:

\_\_\_\_\_

(Allow 2 to 3 days to process)

IF WE HAVE TO SEND OFF FOR TRANSCRIPT, ALLOW 4 TO 5 DAYS.

**THERE WILL BE A \$10.00 CHARGE FOR ALL TRANSCRIPTS.**

**\*CASH OR MONEY ORDER ONLY-NO PERSONAL CHECKS (No Refunds)**

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