

TRANSCRIPT REQUEST PROCEDURES AND FEES

FEES

- CURRENT STUDENTS – No Fee, No Limit
- GRADUATED STUDENTS – Each transcript will be \$2.00.



PROCEDURES FOR ACQUIRING A TRANSCRIPT

CURRENT STUDENTS

- Fill out pink transcript request form located in the Guidance Office. This form must be filled out completely, including where to send the transcript/s.
- Place face down in tray on counter in guidance office.
- Check back at the end of the day.

FORMER STUDENTS – There are two ways to request a transcript.

1. Fill out purple transcript request form located in the Guidance Office. This form must be filled out completely, including where the transcript is to be sent and your signature.
2. Send request which includes the following:
 - Name at time of graduation
 - Date of birth
 - Year of graduation or attendance
 - Last four digits of social security number
 - Current address and phone number
 - Name and Address of location for transcript to be sent
 - Signature

Transcript request fee of \$2.00 is required.
No phone requests will be accepted.

Harlem High School
1070 Appling-Harlem Highway
Harlem, GA 30814

DATE MAILED:

(706) 556-5980

FAX (706) 556-5986

Request for Official Transcript
(FORMER STUDENT)

Personal Information:

(Please print)

Student Name: _____ Date of request: _____
(AT TIME OF GRADUATION)

Date of Birth: _____ Graduation/last date of attendance: _____

Student Social Security Number: _____ School ID# _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone Number: _____ E-Mail: _____

Purpose of Transcript:

____ College Application ____ Scholarship Application

____ Job Application ____ Other: _____

____ Number of copies @ \$2.00 each

Send Transcript to:

(Please send my transcript to the following address)

Authorization

I authorize Harlem High School to release my transcript to the party named on this form.

Signature: _____