

Dickson County High School

Transcript Request Form

(Revised November 19, 2018)

There is a \$1.00 fee for each item requested. Please have cash or make your check payable to Dickson County High School. Please submit this form and the total fee after you have submitted your admission application to the college/university.

Are you a Current Student or a Former Student?

If current, what grade are you in? If Former, what year did you graduate?

Please print neatly!

Student's Legal Name: Last First MI

Previous Name if different than above name: Date of Birth:

Select from the following options:

Mail Transcript Only: Mail Transcript & Test Scores: Other:

Send Transcript/Record to:

Did you use SENDedu or Common App to complete your application and/or a request for transcript? Yes or No

Name of College:

Office of Admissions Address: (Address) (City, State and Zip Code)

Does your application have a specific postmark deadline or received by deadline? Yes or No
If so, when is the deadline?

For Current Students Only:

We do not send immunization records to colleges. However, you can request a personal copy of your immunization record that will be mailed to you.

Do you need a copy of your immunization record? Yes or No

If yes, provide your mailing address to send immunization record to: (Address) (City, State and Zip Code)

I authorize the Dickson County High School to release my school records to the above mention institution or individual. I understand there is a \$1.00 transcript fee I must pay at the time of request. I understand transcripts are generally mailed once a week on Thursdays. (This doesn't include transcripts that must be sent with Secondary School Report and/or Counselor's Recommendation- allow for at least ten (10 business days for Secondary School Report/Counselor Recommendation to be completed.)

Signature: Date:

Parent Signature: Date: (Required if student is under 18 years old)

Contact Information: Phone # or Email Address

For Office Use Only!

Date Request Received ID Checked

Transcript fee received Transcript Sent