Dickson County High School
ATTN: Guidance Department
509 Henslee Drive
Dickson, Tennessee 37055

Unofficial Transcript Request Form

(Revised January 19, 2021)

Please submit this form to request an Unofficial Transcript. There is a $1.00 fee per item requested. Please have cash or make your check payable to Dickson County High School. Request will be processed on Thursdays.

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:

Unofficial Transcript _____ Other: _____

Send Unofficial Transcript to:

_____

_____
(Address)

_____
(City, State and Zip Code)

I understand there is a $1.00 transcript fee I must pay at the time of request. I understand this is an Unofficial Transcript and can't be used for the college applications process.

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 _____