



# Montgomery Public Schools

## Student Support Services Office

321 Early Street • Montgomery, AL 36104

Phone 334.223.6850 • Fax 334.269.3998

www.preparingstudentsforlife.com

### TRANSCRIPT REQUEST FORM

NAME WHILE ATTENDING SCHOOL \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ D.O.B. \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

GRADUATION YEAR \_\_\_\_\_ LAST SCHOOL YEAR ATTENDED \_\_\_\_\_

NAME OF SCHOOL (S) ATTENDED: \_\_\_\_\_

ELEMENTARY \_\_\_\_\_ JR/MIDDLE \_\_\_\_\_ HIGH \_\_\_\_\_

REASON FOR REQUEST:

COLLEGE \_\_\_\_\_

PASSPORT \_\_\_\_\_

PERSONAL \_\_\_\_\_

MILITARY \_\_\_\_\_

JOB \_\_\_\_\_

LEGAL INVESTIGATION \_\_\_\_\_

NAME OF RECEIVING COLLEGE/BUSINESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

In accordance with the Family Educational Rights and Privacy act (FERPA), any parent or eligible student must give the school written permission in order to release any information from a student's educational record.

SIGNATURE OF STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF OTHER \_\_\_\_\_ DATE \_\_\_\_\_

- **\$15 Nonrefundable request fee. Payment must be by Cashier's Check or Money Order *ONLY* and is to be made out to Montgomery Public Schools.**
- ***Any transcript given to an individual or mailed to an individual will be stamped unofficial; transcripts that are mailed to a college/business will be stamped official.***

REQUEST COMPLETED BY: \_\_\_\_\_

DISTRICT STAMP