

Board of Education  
 Andy Stewart, Chair  
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 Kris Nordholz, Board Member



Jeremy H. Williams, Ed.D.  
 Superintendent

# GAINESVILLE CITY SCHOOL SYSTEM

*ONE GAINESVILLE: We will inspire, nurture, challenge, and prepare our students.*

## STUDENT RECORDS REQUEST FORM

\_\_\_\_\_  
 Last Name                                      First Name                                      M.I.                                      Maiden Name

\_\_\_\_\_  
 Date of Birth                                      Year Graduated                                      Last Grade Attended

Nick Name: \_\_\_\_\_ Phone Number \_\_\_\_\_ Last 4 Digits of SS # \_\_\_\_\_

School attended if not Gainesville High: \_\_\_\_\_

To the following upon request:

_____ Another School	_____ Scholarship Funds
_____ Prospective Employer	_____ College/University
_____ Vo-Tech School	_____ Military
_____ Other (Specify) _____	

*By signing below, you are giving Gainesville City Schools permission to release your student records.*

\_\_\_\_\_  
 Student Signature                                      Date

\_\_\_\_\_  
 Signature of Parent/Guardian (if student is under 18)                                      Date

Address Where Request Needs to be Mailed:

\_\_\_\_\_  
 Name of Establishment                                      Street Address                                      City                                      State                                      Zip

- Mail Transcript (please see below)                                      Date Paid \_\_\_\_\_
- Pick Up Date                                      Mailed \_\_\_\_\_
- I. D. Shown Employee Initial

### Important Information:

There is a \$3.00 fee per transcript. Please allow 72 hours for processing transcripts.

We accept cash in the correct change, check or money order

\*All transcripts are sealed. If opened, the transcript is no longer official.

If you want to know the content of your transcript, you must pay for a second copy.

If mailing your transcript request, you must provide a photocopy of your picture ID