

# Request for Transcript/Records

This form is used to request transcripts/records for students who have previously attended Houston County High School. Please provide the requested information below to ensure accuracy. Graduates from Class of 2018 and beyond, request transcript at [orderatranscript.com](http://orderatranscript.com).

**A signature and a photo ID are required in order to release confidential information.**

Name(s) used  
while attending  
HCHS

\_\_\_\_\_  
*Last* *First* *Middle*

Current name  
(if different)

\_\_\_\_\_  
*Last* *First* *Middle*

Student's S. S. #

\_\_\_\_\_

Student's Birth Date

\_\_\_\_\_

Current address

\_\_\_\_\_  
*City* *State* *Zip*

Current phone #

(Home) \_\_\_\_\_

(Cell) \_\_\_\_\_

Indicate the year that you last attended HCHS \_\_\_\_\_

I received a diploma

I dropped out

I received a GED

I attended Adult  
High School

Purpose of request:

Employment

Education

Personal

Other \_\_\_\_\_

Indicate which records you are requesting a copy of:

High School Transcript

Elementary/Middle School Transcripts

Immunization Records

Birth certificate

Other \_\_\_\_\_

I hereby request that my transcript be sent to: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Fax Number: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date Requested \_\_\_\_\_

Office use:

Processed by \_\_\_\_\_

Date \_\_\_\_\_