



TRANSCRIPT REQUEST FORM

Putnam County High School

300 War Eagle Drive EATONTON, GEORGIA 31024 PHONE (706) 485-9971 FAX (706) 485-3128

In order to properly process your request, please complete the entire form.

Name as it appears on record: _____

_____()_____
(Birth Date) (Phone)

Last Public High School Attended in Putnam County: _____

High School Graduate? Yes / No Year Graduated _____ OR
Year Withdrew _____

Please Note: **Please allow 3 business days for processing**

Signature of Authorization _____

Student must be of legal age (18 years old) to receive his/her record without parent/guardian signature.

**Please forward \$3.00 processing fee (money order/cashier's check) to:
Putnam High School * Data Specialists * 300 War Eagle Drive * Eatonton, GA 31024
Email this form to school *Data Specialists/Registrar: paula_roberts@putnam.k12.ga.us**

Complete the section below only if records are to be mailed or faxed.

Mail Record To:

Name/Institution: _____

Address: _____

City/State/Zip: _____

Fax Record To: () _____

Name/Institution _____

For Office Use Only:

Date Mailed:

Picked Up:

Clerk: