5304 Murray Lane
Brentwood, TN 37027
Phone: 615-472-4220
Fax: 615-472-4242

Brentwood High School Transcript Request

Class of 2018 and later can send transcripts to colleges by visiting Orderatranscript.com.
Earlier graduates need to submit this form to Jordan Lancaster (jordan.lancaster@wcs.edu).

PLEASE PRINT *Note: Incomplete information will delay your request. Please allow 5-7 days for processing.*

Full Name (at time of graduation): _____

Phone Number: _____

Your Email Address: _____

Recipient Name: _____

Recipient Email: _____

Recipient Address: _____
Street *City* *State* *ZIP*

Recipient Fax #: _____

( ) Graduate, Class of _____
Year

( ) Send an official copy of transcript.

( ) Send an unofficial copy of transcript.

- Test scores must be ordered online at **ACT.org** and **Collegeboard.org.** **We do not send test scores.**
- Immunization records must be sent by parent or health provider.

Graduate Signature _____ **Date of Request:** _____

You can use SchoolCashOnline to complete the $2 payment required for your transcript.
Or send cash or a check to Brentwood High School, ATTN: Registrar.

----------*Office Use only*----------

Date Received:
Payment Received:
Date Sent: