

## HIGH SCHOOL TRANSCRIPT REQUEST FORM

### Senatobia High School

Attn: L. Johnson  
221 Warrior Drive  
Senatobia, MS 38668  
662-562-4230

The only transcript we can help you with is your own. Transcripts are protected by the Family Educational Rights and Privacy Act Law which is a federal law. *A student requesting a transcript must fill out a "High School Transcript Request Form" before a transcript can be released. We must also receive the required \$2.00 fee before we can process a transcript request.* A student can request an unofficial or official transcript. The unofficial transcript can only be given to the student. The official transcript is mailed to a college or other educational facilities. Transcripts **cannot be faxed** to the student, college, or other educational facilities. Please allow **3-5 business days** to process. Send the completed form and fee to the address above.

FIRST NAME: \_\_\_\_\_

MIDDLE NAME: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

(MAIDEN NAME): \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

GRADUATION YEAR: \_\_\_\_\_

TRANSCRIPT MAILED TO: \_\_\_\_\_  
*NAME OF COLLEGE/ UNIVERSITY OR PLACE OF BUSINESS*

ADDRESS (MUST PROVIDE): \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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### OFFICE USE ONLY

PAID \$2 FEE: \_\_\_\_\_

DATE PROCESSED: \_\_\_\_\_