

HIGH SCHOOL TRANSCRIPT REQUEST FORM

Senatobia High School

Attn: Counselor
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 _____

OFFICE USE ONLY

PAID \$2 FEE: _____

DATE PROCESSED: _____