

TRANSCRIPT REQUEST GUIDELINES

TO REQUEST A TRANSCRIPT:

Students over 18

- ✓ *Must fill out a Transcript Request Form and fax, email or bring in the form dated and signed.*
- ✓ *Once a student is 18 and is no longer an active student, a parent can't request a transcript without written permission.*

Students under 18

- ✓ *Parent, guardian, or student may request w/o written permission.*
- ✓ *Schools, colleges, social security division, courts, military may request a transcript or proof of student enrollment, but must fax or mail a written request.*
- ✓ *NCAA may request by fax or mail.*

Verification of graduation

- ✓ *Companies must fax or mail a verification request including name at time of graduation, date of birth and graduation year. **No graduation information will be verified by phone.***

Southside High School
4100 Gary Street
Fort Smith, AR 72903
Phone: 479-646-7371
www.fortsmithschools.org

Registrar/Fax: 479-648-8287
Registrar/email: jcalhoun@fortsmithschools.org

HIGH SCHOOL TRANSCRIPT REQUEST

PLEASE ALLOW **48 HOURS** TO PROCESS REQUEST.

Cost is **\$2.00 per copy** for Graduates. No fee for active students.

I AM REQUESTING A COPY OF MY TRANSCRIPT:

Student Name (print) _____

Maiden Name (print) _____

Student ID: _____ or Social Security Number: xxx-xx-_____

Date of Birth ____/____/____ Year of Graduation _____

If you did not graduate, provide year and grade of last attendance _____

Signature _____ Date ____/____/____

PLEASE SELECT ONE OF THE FOLLOWING DELIVERY METHODS:

_____ I will pick up _____ copies Note: Please pick up in the Registrar's Office

Circle one: In sealed envelope or unsealed

_____ Please fax a copy to: (_____) _____ - _____

_____ Picked up by designee: _____
(must show ID)

_____ Please mail a copy to the following address:

Name of College/University _____
Address _____

City, State and Zip _____, _____

Name of College/University _____
Address _____

City, State and Zip _____, _____

**** Please add any additional school addresses to the back****

ARE THERE ADDITIONAL MAILING ADDRESSES ON THE BACK? _____ Yes _____ No