

Dickson County High School
Transcript Request Form
(Revised July 11, 2017)

There is a Transcript/record fee of \$1.00. Make your check payable to Dickson County High School. Please submit this form and the fee **after** you have submitted your admission application to the college/university.

Check one: _____ Current Students _____ Former Student

Check one: _____ Current Grade _____ or _____ Graduation Year

Please neatly print!

Student's Legal Name: _____
Last First MI

Previous Name if different than above name _____ Date of Birth _____

Select from the following options:

_____ Mail Transcript Only _____ Mail Transcript & Test Scores _____ Other: _____

Send Transcript/Record to:

Did you use SENDedu or Common App to complete your application and/or a request for transcript? _____

Name of College _____

Office of Admissions Address _____
(Address)

(City, State and Zip Code)

Does your application have a specific postmark deadline **or** received by deadline? Yes or No If so, when is the deadline? _____

We will not send your immunization record to a college since often other health information is needed by the college. However, you can request a copy of your immunization record. If so, there will be a \$1.00 fee.

Do you need a copy of your immunization record? _____

Provide your mailing address to send immunization records to:

I authorize the Dickson County High School to release my school records to the above mention institution or individual. I understand there is a \$1.00 transcript fee I must pay at the time of request. I understand transcripts are generally mailed once a week on Thursdays. (This doesn't include transcripts that must be sent with Secondary School Report and/or Counselor's Recommendation-allow for at least ten (10 business days for Secondary School Report/Counselor Recommendation to be completed.)

Signature _____ Date _____

Parent Signature _____ Date _____
(Required if student is under 18 years old)

Contact Information Phone # or email address _____

For Office Use Only!

Date Request Received _____ ID Checked _____

Transcript fee received _____ Transcript Sent _____