

GREENBRIER HIGH SCHOOL

Counselors' Office, 72 Green Valley Drive, 72058

Phone: (501) 679-1041 Fax: (501) 679-3319

Transcript Request Form

Please Read Carefully * Print Clearly * All Blanks Must Be Completed

*Transcripts may not be furnished for students with outstanding financial obligations.

*Transcripts may not be released unless appropriately requested in writing.

*A copy of this form may be printed from the Greenbrier High School web-site.

*Transcripts are not guaranteed available the same day as requested. Plan to allow one to three business days for requests to be filled.

*Transcript fee: \$3.00 for three (3) copies and \$1.00 per additional copy. (GHS seniors may request their initial three (3) transcripts free of charge.)

*Please include payment with your request. Transcript fee must be paid in advance upon request and included with this completed form.

*You may submit your transcript request in person or mail it to the GHS Counselors' Office at the address listed above.

*Please retain a copy of your transcript for your personal records.

Today's Date: _____ Year of GHS Graduation: _____ Number Transcripts Requested: _____

Last Name: _____ Maiden/Previous Name (if applicable): _____

First Name: _____ Middle Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Additional Contact Phone: _____

Please list the full address(es) of where you would like copy(ies) of your transcript(s) sent. Include a specific office or individual to ensure timely delivery. You may list additional addresses on the back of this form.

Full Address: _____ Full Address: _____

I authorize Greenbrier High School to send a copy of my academic transcript to the address(es) specified on this form.

*Signature

Date

*Federal law requires that your signature must be obtained before your transcript can be released.

Additional comments/information: