

OFFICIAL TRANSCRIPT REQUEST FORM

St. Clair County Schools

Directions:

1. Complete form (Please Print or Type).
2. Sign form.
3. Mail (Attn: RECORDS) or bring in the request form and \$3.00 transcript fee to the last high school you attended in St. Clair County (see list below).

NOTE: Please allow 5 business days from the date request is received for your transcript to be mailed or picked up at the school.

If you would like a receipt along with the confirmation that your transcripts have been sent, please send a self-addressed stamped envelope along with the transcript request and fee.

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| <input type="checkbox"/> Ashville High School | 33215 US Highway 231, Ashville, AL 35953 |
| <input type="checkbox"/> Moody High School | 714 High School Drive, Moody, AL 35004 |
| <input type="checkbox"/> Ragland High School | 1060 Main Street, Ragland, AL 35131 |
| <input type="checkbox"/> St. Clair Co. High School | 16700 US Highway 411, Odenville, AL 35120 |
| <input type="checkbox"/> Springville High School | 8295 US Highway 11, Springville, AL 35146 |

Date of Request

Date of Graduation

Last Name

First Name

Middle Name

Maiden Name or other name you used while attending high school

Social Security Number

Current Phone Number

PLEASE SEND A COPY OF MY TRANSCRIPT TO:

Name of Institution

Address

City

State

Zip Code

Signature of Student

Date