

Transcript Policy for previous students:

A written request must be submitted for all transcript requests. Photo ID is required for students not currently enrolled in school.

The school will mail or fax the transcript, not mail and fax.

A fee (\$1.00) will be charged for all requests. A transcript fee must be received before we will send your transcript.

The school/board of education will select one day per week to process all transcript/record request.

An additional fee (\$1.00 per item) will be charged to copy the following items:

- Immunization Record
- Birth Certificate
- Social Security Card
- Legal Documentation

Transcript and records request are processed on Thursdays only. ALL requests must be received by 8:00 a.m. on Thursday to be processed that day. ALL requests received after 8:00a.m.Thursday will be processed the following Thursday. **NO EXCEPTIONS!!!** Additional time may be required during busy times of the school year. (For example the beginning of the each term, testing season, end of the school year)

Educational Verification forms will require at least two business days to process. Additional time may be required during busy times of the school year. (For example the beginning of the each term, testing season, end of the school year)