Dickson County High School
Transcript Request Form
(Former Students)

Transcripts are processed **once per week**, usually on Thursday. There is a $1.00 charge to send your transcript. Make your check payable to Dickson County High School. Please submit you request after you have submitted your admission application to the college/university.

Please print! Photo Identification required!

Student's Legal Name: _____
Last First MI

Previous Names _____
If different from above; including maiden name.

Student's SSN _____ Student's DOB _____

Date of Graduation or Dates, you attended this school: _____

Select **one** of the following options:

_____ Mail Transcript to _____
(name of college or business)

_____
(address)

_____
(city, state and zip code)

_____ Fax Transcript to _____

_____

_____ Pick up sealed envelope with registrar's signature on the back. *Note:* ***Most colleges will not accept a hand delivered transcript. We prefer to mail them directly to the colleges. We will not rush to resend it if they don't accept the hand delivered copy.***

I authorize the Dickson County Board of Education to release my school records to the above mention institution or individual. I understand there is a $1.00 fee I must pay at the time of request. I understand transcripts are generally mailed/faxed once a week on Thursdays.

Signature _____ Date _____
Attach a photocopy of a picture ID or have your signature notarized

Contact Information Phone # or email address _____

For Office Use Only!

Date Request Received _____ ID Checked _____

Transcript fee received _____ Date Transcript Sent _____