



Student Records/Transcript Request Form

There is a \$ 3.00 processing fee for students requesting records.
There is a \$ 10.00 processing fee for agencies requesting records.
Payment is due before transcripts can be released.

Please Print Clearly and Complete Every Question

Date: _____

Name: _____
(First) (Middle) (Maiden) (Last)

Name of School Attended: _____

Last year you attended/graduated: _____

Did you graduate? _____ Yes _____ No Date of Birth: _____

Phone number where you can be reached: _____

Signature of Student/Legal Guardian: _____

School Address to mail transcript: (Please note: Transcripts cannot be sent to a home address: Transcripts can only be mailed directly to the school or picked up):

Check if transcript will be picked up: _____ The Records Department will call you when your transcript is ready to be picked up. Transcripts can only be picked up by the person the transcript is for or by a parent. Identification is required to pick up a transcript.

Form of payment: Exact change or Money Order made out to "Bartow County School System" at time of request or when transcripts are picked up in person. Agency Checks made out to "Bartow County School System".

Mail completed form to: Bartow County School, P.O. Box 200007, Cartersville, GA 30120.

FAX request to: 770-387-5408

Bartow County BOE requires at least 5 business days to process all transcripts

Bartow County School System is not responsible for delayed transcripts due to inaccurate information on this Request form.