

Yadkin County Schools
Yadkinville, NC 27055
121 Washington Street
Phone: 336-679-2051
Fax: 336-679-4013
Attention: Student Transcript
tammy.miller@yadkin.k12.nc.us

Transcript Request

When requesting a transcript, please complete this form and return to the address above. May also FAX. Effective July 1, 2012, there will be a \$5.00 charge per transcript. Payments must be received with the form. Payment may be in the form of cash or money order. No checks will be accepted.

Required Element:

1. Positive Identification – please send a copy of driver’s license or DMV-provided ID card.

Name: _____
Last First Middle Maiden, if applicable

Student Name When in School: _____

Last Yadkin County School Attended: _____

Year Graduated from YCS: _____ **or Year Withdrew or Dropped Out:** _____

Date of Birth: _____ **Email Address:** _____

Contact Phone Number _____ **Alternate Phone Number** _____

Reason for obtaining record: _____ **Parents’ Name:** _____

_____ School

_____ ID

_____ Employment

_____ Birth Certificate

_____ Social Security

_____ Other

Transcript to be: _____ Picked Up

_____ Mailed to address(es) below

Number of Copies: _____

Mailing Address 1: _____

Mailing Address 2: _____

Signature giving permission for YCS to release transcript: (Must be at least 18 years old.)

_____ Date: _____

Directions to Central Office

From downtown Yadkinville, go west on Main St. (Old 421) approximately .5 miles. Turn right on Washington Street. Office is on the left. (If you get to the hospital, you have gone too far.) In most cases, your request will be processed within 48 business hours.

FOR OFFICE USE ONLY

Date: _____

Processed By: _____

Amt. Received: _____

Received By: _____