

# THE SCHOOL BOARD OF GADSDEN COUNTY

35 Martin Luther King, Jr. Blvd  
Quincy, Florida 32351  
Main: (850) 627-9651 or Fax: (850) 627-7594  
<http://www.gadsdenschools.org/>

**Elijah Key**  
*Superintendent*  
keye@gcpsmail.com

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## School Record Request Form

Date of Request \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever been employed with the Gadsden County School Board? \_\_\_\_ Yes \_\_\_\_ No

Name While Attending School: \_\_\_\_\_

Current Address / School: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Work \_\_\_\_\_ Home \_\_\_\_\_

Cell \_\_\_\_\_ Other \_\_\_\_\_  
Parent/Guardian's Name: \_\_\_\_\_  
(Mother) (Father)

### School Attended:

Elementary School (Church School): \_\_\_\_\_  
(Year Attended)

Name of Teacher: \_\_\_\_\_

Middle School: \_\_\_\_\_ High School: \_\_\_\_\_  
(Year Attended) (Year Attended)

Name of Teacher \_\_\_\_\_

Year Graduated: \_\_\_\_\_ OR Highest Grade Completed: \_\_\_\_\_ Regular or Special Diploma  
(Circle one)

Purpose of Request: (Please check all that apply)

\_\_\_\_ Birth Certificate \_\_\_\_ Transcript for College \_\_\_\_ Social Security \_\_\_\_ Employment \_\_\_\_ Other

Comments: \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**School Official**

\_\_\_\_\_  
**Date Completed**

Fax or Mail Form to: Gadsden County Schools  
Attn: Parent Services c/o School Records  
35 Martin Luther King Jr. Blvd. Quincy, FL 32351  
(850)627-9651 Ext. 1252  
Fax: (850)627-7594

**Cathy S. Johnson**  
DISTRICT NO. 1  
HAVANA, FL 32333  
MIDWAY, FL 32343

**Steve Scott**  
DISTRICT NO. 2  
QUINCY, FL 32351  
HAVANA, FL 32333

**Leroy McMillan**  
DISTRICT NO. 3  
CHATTAHOOCHEE, FL 32324  
GREENSBORO, FL 32330

**Charlie D. Frost**  
DISTRICT NO. 4  
GRETNA, FL 32332  
QUINCY, FL 32352

**Karema D. Dudley**  
DISTRICT NO. 5  
QUINCY, FL 32351