

Dale County High School

11740 County Road 59 • Midland City, Alabama 36350 • Office: (334) 983-3541 • Fax: (334) 983-1549 • asaunders@dalecountyboe.org



TRANSCRIPT REQUEST FORM

Date of Request:	_____	Graduation Year:	_____	Current Student:	Y/N
Name on Record:	_____				
	First	Middle	Last	(Maiden Name)	
Telephone #:	_____	Date of Birth:	_____		
Number of:		Number of:			
<input type="checkbox"/>	Official Transcript	<input type="checkbox"/>	Unofficial Transcript	_____	Total # of Transcripts

- There is a \$5.00 processing fee for each transcript ordered (**Cash or Money Order only accepted**). The fee includes one official transcript certified and placed in a sealed envelope. (alumni students only)
- There is a \$5.00 processing fee for each official transcript to be sent electronically when available. (alumni students only)
- Currently enrolled students may request an official transcript be sent to Institutions/Organizations free of charge.
- An **unofficial** copy is for student to review and verify accuracy of content. (students currently enrolled can access their unofficial transcript via their PowerSchool home portal account.)

AUTHORIZATION STATEMENT AND SIGNATURE - I authorize Dale County High School to release the information specified above to the organizations or individual named. At 18 years of age, in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), schools cannot release records without the written consent of the student.

Signature of Parent or Eligible Student

Date

Institution/Organization/Individual Name: _____	
Address: _____	➤ Official Transcripts are certified and will be placed in a sealed envelope ready for mailing. Student must mail received transcript.
City: _____ State _____ Zip _____	➤ Unofficial Transcripts are for reviewing purposes only. These transcripts will not be certified by the school.
Email: _____	

Institution/Organization/Individual Name: _____	
Address: _____	➤ Official Transcripts are certified and will be placed in a sealed envelope ready for mailing. Student must mail received transcript.
City: _____ State _____ Zip _____	➤ Unofficial Transcripts are for reviewing purposes only. These transcripts will not be certified by the school.
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