



# Student Records/Transcript Request Form

There is a processing fee for transcript request & Education Verifications.  
**Student fee of \$3.00 cash or money order only.** Agencies fee of \$10.00  
by check. Payment is due before transcripts can be released.

**Please print clearly, complete every question and form must be signed.**

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:** \_\_\_\_\_

(Please note: Transcripts cannot be sent to a home address. Transcripts can only be mailed directly to the school or picked up at Central Office.)

Check if transcript will be picked up from Central Office: \_\_\_\_\_

School Name and complete mailing address to mail transcript or e-mail/fax #.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Records Department will call you when your transcript is ready to be picked up at the Central Office. 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:** Students bring exact cash or Money Order made out to "Bartow County School" at time of request or when transcripts are picked up in person. Agency Checks made out to "Bartow County School System."

**E-Mail completed form to:** [Student.records@bartow.k12.ga.us](mailto:Student.records@bartow.k12.ga.us)

**FAX form to:** 770-387-5408

**Mail to:** Bartow County School, PO Box 200007, Cartersville, GA 30121

**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.*