

CHIPLEY HIGH SCHOOL

Records Department

1545 Brickyard Road--Chipley, Florida 32428

Phone: (850) 638-6100 Fax: (850) 638-6017

GRADE TRANSCRIPT REQUEST

Mail request to:

Records
Chipley High School
1545 Brickyard Road
Chipley, Florida 32428

Fax request to 850-638-6017, Attention: Records

- ❖ All requests must be completed and signed by the student.
- ❖ Allow 2-5 working days for processing.
- ❖ Transcripts must be sent by mail or picked up as indicated on the request.
- ❖ All financial obligations must be cleared before processing.
- ❖ Chipley High School does not charge a fee for transcripts.

OR E-mail form as an attachment to: sarah.short@wcsdchsols.com

Number of Copies: _____ (If mailed to more than one recipient, please complete separate forms for each address.)

Delivery Instructions

Hold for Student Pick-up

- ✓ Only the student can pick up the transcript unless otherwise stated on the original request.
- ✓ Transcripts will be held for one week and then destroyed.
- ✓ Student will be responsible for subsequent request

Mail to: (Student is responsible for mailing address.)

The student must complete the following to insure proper identification:

Social Security # _____

First Name M.I. Last Name

E-mail address: _____

Current Mailing Address

City State Zip

Daytime Phone: _____

Birthdate: _____

List ALL previous names used:

Years of Attendance: _____ to _____

Year Graduated: _____

Student Signature

Date

For CHS Office Use Only