

CRAVEN COUNTY SCHOOLS
ACADEMIC TRANSCRIPT REQUEST FORM

Revised 3/11/10

School _____

Date mailed: _____

Request sent to Student Record Ofc. _____

Date _____

Requesting a High School Transcript be sent to a college is part of a college's application process not the registration process. It is up to the individual requesting their transcript to allow Craven County Schools sufficient time to process the request. We do our best to fulfill the request within 24 to 48 hours. Receiving schools do not accept a transcript unless it is certified which at this time requires the schools to sign the transcript and stamp the outside of the envelope. Faxed copies can not be certified and therefore are not accepted by the colleges. Please provide the address where you would like the transcript mailed including the addresses of Colleges or arrange with the school to pick-up the transcript. There is a \$2.00 processing fee per copy. We only accept the exact amount of cash, money orders or checks. Make check payable to the High School.

PLEASE PRINT

Public School last attended in Craven County: _____

Year of Graduation: _____ or Year and/or grade of last attendance: _____

Name on transcript: _____
First Middle Last

Date of birth: _____
Month Day Year

Purpose of Transcript: Job ___ ID ___ College ___ Personal ___ Military ___ # of copies ___

Current mailing address:

Name: _____
First Middle /Maiden Last

Address: _____
P.O. Box Apt. House Number Street

_____ City State Zip Code

Daytime telephone number: _____

Mail transcript to: _____

(list additional addresses on back)

Signature (Must be person whose name is on the transcript)

Date

Signature of School Official

I.D. Shown

Fee Paid

Date