



O'Bannon High School



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The following procedures are for FORMER OBHS students requesting transcripts:

All transcript requests for former students **MUST** be mailed to O'Bannon High School Records, P. O. Box 5816, Greenville, MS 38704. Please include a \$5 money order and a copy of your picture ID. We will mail the transcript to the school or business that you put on the request form. Make sure the address is correct and complete. The request can be printed from the district website.

O'Bannon High School Transcript Request

Each transcript requested will cost \$5.00 (per Western Line School Board). I understand it will be 24 to 48 hours (business hours) upon receipt of this request and fee by school personnel to process. Transcripts for students who graduated/attended before 1985 may take up to a week to process.

Date of request: _____

Name **at the time of** graduation or latest attendance (Please print on line below):

First Middle Last

Date of Birth _____

Year of graduation/latest attendance _____ Current Phone Number: _____

Check one and fill in the appropriate information:

_____ I will pick up my transcript

_____ Please fax my transcript to the following school (a faxed transcript is UNOFFICIAL):

Name of school: _____ Fax Number: _____

Attention: _____

_____ Please mail my transcript to the following school:

Name of School: _____

Address: _____

Signature: _____

Do not write below this line -----OBHS Office staff only

Identification verified by (circle one)

Facial Recognition Picture ID Initials: _____

Date Processed: _____ Initials: _____

CASH RECEIPT

Received From _____		DATE _____
Address _____		
_____ Dollars \$ _____		
For _____		
Total Due	Cash	By _____
Amount Paid	Check	
Balance Due	Money Order	