

Fannin County High School  
360 Rebel Circle  
Blue Ridge, GA 30513  
FAX # 706-632-4442

# TRANSCRIPT REQUEST FORM

Transcripts are only issued on Friday of each week. Your request for a transcript must be made previous to the Friday it is issued. Any transcript request made on Friday, will be issued the following Friday.

You may make the request by coming to the school main office and filling out a form, by fax, or by letter. The following must be included on the request:

- Your name as it was when you graduated
- Year of Graduation
- Date of Birth
- Your Signature
- The school name and address the transcript will be Sent to

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NAME(when you graduated): \_\_\_\_\_

PHONE #: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

YEAR OF GRADUATION: \_\_\_\_\_

SEND TRANSCRIPT TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

YOUR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_