

**Calhoun County High School**  
150 Saints Avenue  
St. Matthews, SC 29135  
Phone: (803) 874-3071 Fax: (803) 655-5948



**TRANSCRIPT REQUEST**

Please send to us a complete transcript for the following student (s) who has/have enrolled at Calhoun County High School.

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

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

**Date of Birth:** \_\_\_\_\_

**SS#:** \_\_\_\_\_

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

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

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

Please include the following:

- Birth Certificate
- Immunization
- Social Security Card
- Complete Grades (Including present grading period)
- Date of Withdrawal
- Standardized Test Scores
- Attendance Record (Excused/Unexcused Absences)
- Psychological Report
- Other information concerning placement for Special Education or Academically Gifted programs if applicable.

**Thank you for your Assistance**

\_\_\_\_\_  
**Signature of School Official**

\_\_\_\_\_  
**Date**

**I give my permission for the release of all school records for the above named student.**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**FOR OFFICE USE ONLY**

**Date Request Mailed:** \_\_\_\_\_ **Date Records Received:** \_\_\_\_\_