

**Fannin County School System
Central Registration Office**

360 Rebel Circle
Blue Ridge, GA 30513
fcsscr@fannin.k12.ga.us

Phone: 706-946-2004

Fax: 706-946-6302

Transcript Request Form

Forms can be dropped off at the central registration office, faxed, mailed or completed online at <http://bit.ly/fcsstranscriptrequest>. Transcript requests are completed within 5 business days. If requested, transcripts can be picked up at the Central Registration Office in person.

First name: _____

Middle name: _____

Last name: _____

Date of birth: _____

Maiden name or name that school records may be under (if different from above):

Phone number: _____

Last date of attendance or year graduated: _____

Institution name and address where transcript should be sent or indicate if transcript will be picked up in person:

Signature: _____ **Date:** _____

**Parents and spouses may not request transcripts for student's age 18 or older. Picture identification and signature are required when picking up requests.*

Office Use Only

Date: _____ Mailed Picked Up Other **By:** _____

The Fannin County School System does not discriminate on the basis of race, color, national origin, sex, age, religion, creed, or disability in admission to its programs, services, and activities, in access to them, in treatment of individuals, or in any aspect of operations. This also includes but is not limited to additions, modifications, or alterations to the physical plan of any school facility.