

# George W. Long High School

## Transcript Request Form

### Student Information

Date Requested: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Full name while attending LHS, if different from name listed: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Dates of Attendance: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Send Transcript

Number of Transcripts to be sent to the address below: \_\_\_\_\_

If currently enrolled, should the request be held until all grades from this term are finalized and appear on the transcript? ☐ Yes ☐ No

### Select one (1) mailing method

- ☐ I will pick up my transcript in person.
- ☐ I will provide a pre-paid shipping label so that my transcript can be Express Mailed.
- ☐ I would like my transcript to be sent via Regular Mail.
- ☐ I would like my transcript emailed to the following email address:

\_\_\_\_\_.

**Send to transcript to (address):** \*additional space on back

Name of College: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Special instructions:** \_\_\_\_\_

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

### Permission to Release Records

I (Print Name), \_\_\_\_\_, hereby authorize the release of my official transcript(s) to the recipients specified in the transcript request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To submit this form, email it to [bsteed@dalecountyboe.org](mailto:bsteed@dalecountyboe.org), fax it to 334-774-0889, or mail it to:  
George W. Long High School • Attn: School Counselor • 2565 County Road 60 • Skipperville, AL 36374

**Send to transcript to (address):**

Name of College: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Send to transcript to (address):**

Name of College: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Send to transcript to (address):**

Name of College: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Office Use Only:**

**Method of delivery/date:**

**Mailed:** \_\_\_\_\_ **Emailed:** \_\_\_\_\_ **Faxed:** \_\_\_\_\_ **Hand Delivered:** \_\_\_\_\_