

WORTH COUNTY HIGH SCHOOL REQUEST FOR TRANSCRIPT FORM

Allow at least 3 business days for processing

Transcript requests are accepted either by US Mail or in Person. *Telephone, email and/or faxed transcript request are not accepted.*

Mail to: Worth County High School
 Guidance/Counseling Department
 407 West Bryant Street
 Sylvester, GA 31791

To order your transcript by mail, please provide the following information with you request:

1. Your full name and address and any names formerly used.
2. Your Social Security number.
3. Your date of birth.
4. Your approximate dates of attendance and the name of the school.
5. Your daytime telephone number or email address.
6. The address(es) where you want your transcript sent.
7. Include a copy of photo identification.
8. Your signature on the letter.

If you order your transcript by mail, you must have your request notarized.

To order your transcript in person:

1. Fill out attached form.
2. Include a copy of photo identification

NO PARENT, GUARDIAN OR FAMILY MEMBER OF APPLICANT CAN
REQUEST TRANSCRIPT IF THE APPLICANT IS OVER 18 YEARS OF AGE.

All transcripts must be mailed or picked up by the applicant only. Unofficial transcripts can be picked up between 8:00 and 3:00. Official transcripts for schools or businesses will be embossed with Worth County Schools stamp and mailed directly to the school/employers in a sealed envelope.

I have read and understand the procedures of requesting a transcript from the Worth County School System.

Signature

Date

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DATE: _____

Name as it was when you were enrolled at Worth County Schools:

(First) (Middle) (Last) (Maiden)

DOB: _____ SS# _____

Year Graduated or Withdrew _____
(Please Circle)

Name as it is now _____

Current mailing address _____

Daytime number _____ Home Phone _____

SCHOOL OR ORGANIZATION TRANSCRIPT MAILED TO:

ADDRESS: _____

If you order your transcript by mail, you must have your request notarized.

Sworn to and subscribed before me this

_____ day of _____, 20_____

NOTARY PUBLIC