



Wes Rogers
Principal

ELMORE COUNTY HIGH SCHOOL

155 North College Avenue
Eclectic, Alabama 36024
(334) 541-3662
Fax (334) 541-4441

Kenyatta Harris
Assistant Principal

For graduates of more than two years there is a \$5.00 fee per transcript. This fee may be paid by cash, check, or money order made payable to ECHS. Your transcript will not be released until payment has been received.

Please Note:

- ✓ All transcript requests must be made in writing.
- ✓ Transcripts are processed on Tuesdays and Thursdays.
- ✓ An official transcript must be mailed directly to a college or employer by ECHS.
- ✓ Institutions will not accept "hand-carried" transcripts as official.
- ✓ Transcripts will show all grades, test scores, and graduation date.
- ✓ We do not have copies of diplomas.

How to Request:

If you live locally you may come in and fill out a transcript request form. If it is not convenient, or you live out of town, you can download and print the form below. Send the completed form and fee to the following address:

Elmore County High School
Attn: Records
155 N College Ave
Eclectic, Alabama 36024

Questions:

Colby Bellew
334-541-3662, ext. 33005
colby.bellew@elmoreco.com



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Transcript Request Form

Full Name (while attending): _____ Today's Date: _____

Year Graduated/Exited: _____ Contact #: _____

Where would you like the transcript sent?

Institution/Individual Name: _____

Contact #: _____

Fax: Fax #: _____

Mail: Department/Office: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature: _____

Return form & fee to Colby Bellew: Fax: 334-541-4441
Email: colby.bellew@elmoreco.com
Mail: 155 N College Ave
Eclectic, Alabama 36024

For Office Use Only:

Amt. Paid: \$ _____

Date Processed: _____

Processed By: _____