

**Geneva County High School**

301 Lily Street

Hartford, AL 36344

334-588-2943 Office

334-588-3650 Fax

**Employment Agencies**

 Ashley Sanders Leslie Habbard

High School Principal Middle School Principal

 Casey Watters Janet Greggs

Guidance Counselor Bookkeeper

**Education Verification**

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (FIRST) (MIDDLE) (LAST) (MAIDEN)

D.O.B.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GRADUATED (YEAR):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NON-GRADUATE (LAST YEAR ATTENDED):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NUMBER: (\_\_\_\_\_\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE CHOOSE OPTION BELOW:

 I WILL PICK UP TRANSCRIPT/EDUCATION VERIFICATION IN PERSON.

 IF PICKING UP, NAME OF PERSON OTHER THAN FORMER STUDENT WHO IS AUTHORIZED TO PICK UP VERIFICATION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please Print)

 I WOULD LIKE THE TRANSCRIPT/EDUCATION VERIFICATION MAILED/EMAILED/FAXED.

 PLEASE MAIL/EMAIL/FAX TO THE FOLLOWING NAME AND MAILING ADDRESS:

Name of Person/Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing/EMAIL Address or FAX #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**FEE: TRANSCRIPT FEE IS $15.00 PER TRANSCRIPT/EDUCATION Verification**

* Fee must be paid before transcript/education verification will be processed
* Fee may be paid in cash, money order, or check. No credit cards are accepted.
* Checks can be made to: GENEVA COUNTY HIGH SCHOOL

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**For Office Use Only:**

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Payment Received:  Cash  Money Order  Check # \_\_\_\_\_

Date Transcript Processed: \_\_\_\_\_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_\_\_

Mailed - Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_\_

Picked Up - Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_