

# RECORDS REQUEST

## Cheatham County Central High School

***There is a \$2 charge for each transcript requested, payment must be made at time of request. Payment can only be made in the form of cash, money order, cashiers check.***

Fill out the form below to request records from Cheatham County Central High School (CCCHS). Please allow 3-5 days for records to be sent (except during summer when business hours vary). CCCHS reserves the right to extend this time limit when necessary.

### PERSONAL INFORMATION

\_\_\_\_\_

First Name	Last Name	MI	Maiden Name
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\_\_\_\_\_

Street Address	Apt.#	City	State	Zip
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\_\_\_\_\_

Date of Birth	Home/Cell Ph.#	Work Ph.#
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YEAR OF GRADUATION/LAST DATE OF ATTENDANCE: \_\_\_\_\_

### RECORDS

Which records are you requesting (check all that apply)?

- Transcript
- Shot Records
- IEP
- Other: \_\_\_\_\_

How would you like to receive/send your records?

- Mail to (provide name and address if different from above):**

\_\_\_\_\_

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

Street Address	Apt.#	City	State	Zip
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- Mail to school(s):**

**School #1:** \_\_\_\_\_

Name of School

\_\_\_\_\_

Street Address	City	State	Zip
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**School #2:** \_\_\_\_\_  
Name of School

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**School #3:** \_\_\_\_\_  
Name of School

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Fax to:** \_\_\_\_\_  
Attn: \_\_\_\_\_ Fax # \_\_\_\_\_ Phone # \_\_\_\_\_

**Pick-up at CCCHS. Please allow 3-5 days until pick-up. With the exception of summer hours**

\_\_\_\_\_  
Person Picking up Records \_\_\_\_\_ Date \_\_\_\_\_ Approximate Time \_\_\_\_\_

**ADDITIONAL INSTRUCTIONS**

If you have any special instructions, please provide them below (ex: mail in sealed envelope, include certain test scores...etc.)

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

**SIGNATURES**

By signing below, you consent to your records being released by CCCHS.

\_\_\_\_\_  
Your Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of personnel releasing records \_\_\_\_\_ Date records released \_\_\_\_\_

**Note: Senior Students will not be charged for transcripts up to three copies and an additional copy of their final transcript which will be sent to the college they choose to attend. There will be a \$2 charge for each additional transcript or record requested above those four copies.**