Transcript Request Form

Franklin County High School
833 Bypass Road
Winchester, TN 37398
Phone: 931-967-2294
Fax: 931-968-0033

A fee of $2.00 is required to process transcript requests. Bring a business-size, stamped envelope addressed to the college you want a transcript sent. Please print your first and last name on the inside of envelope flap. Do not seal the envelope.

Please check the box that indicates how this transcript is to be processed.

_____Mail (or) _____ Pick-Up Date of Request: _____

Full Name: _____

Maiden Name (if applicable): _____

Date of Birth: _____ Daytime Phone Number: _____

Year of Graduation or Last Attendance: _____

Name and Address of the Institution to which the Transcript will be sent:

_____

_____

_____

The Transcript will be marked to the attention of the admission office of the listed institution unless otherwise requested to be sent to a different location. I understand that a complete official transcript will include my grades as well as my PSAT/PLAN/ACT OR SAT scores.

Signature: _____