

**GADSDEN COUNTY SCHOOL DISTRICT**  
**Request for School Records**

Revised 11/24/08

Date of Request: \_\_\_\_\_ Date Of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever been employed with Gadsden County School Board? \_\_\_\_\_

Name While Attending School: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

Telephone Numbers: \_\_\_\_\_

Work Home

Cell Other

Parents/Guardian's Name: \_\_\_\_\_

(Mother) (Father)

(Guardian)

**Schools Attended**

Elementary School (Church School): \_\_\_\_\_ (Year Attended)

Name of Teachers: \_\_\_\_\_

Middle School: \_\_\_\_\_ (Year Attended) High School: \_\_\_\_\_ (Year Attended)

Name of Teachers: \_\_\_\_\_

Year Graduated: \_\_\_\_\_ OR Highest Grade Completed: \_\_\_\_\_ Regular or Special Diploma

Purpose of Request: \_\_\_\_ Birth Certificate \_\_\_\_ Transcript for College \_\_\_\_ Social Security

\_\_\_\_ Employment \_\_\_\_ Other

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date Completed

Fax or mail form to:  
Gadsden County Schools  
Attn: Student Records  
35 Martin Luther King, Jr. Blvd.  
Quincy, FL 32351  
(850) 627-9651, ext. 1265  
Fax: (850) 627-7594