

# OFFICIAL TRANSCRIPT REQUEST FORM



The only transcript we can help you with is your own. Transcripts are protected by the Family Educational Rights and Privacy Act Law which is a federal law. A person requesting a transcript must fill out a "High School Transcript Request Form" before a transcript can be released. We must also received the required \$3.00 fee before we can process a transcript request. A person can request an unofficial or official transcript. The unofficial transcript can only be given to the student. The official transcript is mailed to a college or other educational facilities. Transcripts **cannot be faxed** to the student, college, or other educational facilities.

Please allow **3-5 business days** to process. Take the completed form and fee to the local site or mail the request to :

## Drew/Ruleville High School Graduates

Sunflower County Consolidated School District  
Attn. Student Record Services  
P.O. Box 70  
Indianola, MS 38751

## Gentry High School Graduates

Sunflower County Consolidated School District  
Attn. Student Record Services  
801 B.B. King Drive  
Indianola, MS 38751

## Student Information:

Current Full Name

Former Name (if applicable)

Date of Birth

Daytime Phone Number

---

## Student Information

E-mail Address

Entry Year

Grade

Semester

---

## Current Residence Information

Street Address

Street Address Line 2

City

State

Zip Code

Home Phone Number

Cell Phone Number

---

## Enrollment History

### Previous School

School Name

City

State

Date Started

Date Ended

---

## Transcript Mailed To:

Street Address

City

State

Zip Code

Signature

Date