



THE SCHOOL BOARD OF GADSDEN COUNTY

35 Martin Luther King, Jr. Blvd
Quincy, Florida 32351
Main: (850) 627-9651 or Fax: (850) 627-7594
www.gcps.k12.fl.us

Roger P. Milton
Superintendent
miltonr@gcpsmail.com

"Putting Children First"

School Record Request Form

Date of Request _____ Date of Birth: ____/____/____

Have you ever been employed with the Gadsden County School Board? ____ Yes ____ No

Name While Attending School: _____

Current Address / School: _____

City _____ State _____ Zip Code _____
Telephone Number: _____

Work _____ Home _____

Cell _____ Other _____
Parent/Guardian's Name: _____
(Mother) (Father)

School Attended:
Elementary School (Church School): _____
(Year Attended)

Name of Teacher: _____

Middle School: _____ High School: _____
(Year Attended) (Year Attended)

Name of Teacher _____

Year Graduated: _____ OR Highest Grade Completed: _____ Regular or Special Diploma
(Circle one)

Purpose of Request: *(Please check all that apply)*

____ 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: Parent Services c/o School Records
35 Martin Luther King Jr. Blvd. Quincy, FL 32351
(850)627-9651 Ext. 1252
Fax: (850)627-7594

Audrey Lewis
DISTRICT NO. 1
HAVANA, FL 32333
MIDWAY, FL 32343

Steve Scott
DISTRICT NO. 2
QUINCY, FL 32351
HAVANA, FL 32333

Isaac Simmons, Jr.
DISTRICT NO. 3
CHATTAHOOCHEE, FL 32324
GREENSBORO, FL 32330

Charlie D. Frost
DISTRICT NO. 4
GRETNA, FL 32332
QUINCY, FL 32352

Tyrone D. Smith
DISTRICT NO. 5
QUINCY, FL 32351