



"In Pursuit of Excellence"

Transcript Request and Consent to Release

To request a certified copy of your transcript:

- Provide all required information
- Incomplete forms cannot be processed
- Attach a copy of your photo ID (driver's license, passport, state ID card, or military ID) to request
- Include a self-addressed, stamped envelope (where it is to be mailed)
- Mail your request to:
Walton County Board of Education Annex
Attention: Student Records
1820 Georgia Highway 11, NW
Monroe, Georgia 30656
- Allow two to five business days after receipt of request to process

We no longer accept transcript requests by phone, fax, e-mail or walk-ins.
Please print, using blue or black ink.

Name on Transcript: _____ Date of Birth: _____

Last School Attended: _____ Year of Graduation or Withdrawal: _____

Home Address: _____

Daytime Phone Number: _____ Type of Photo ID Attached: _____

****Signature of Student or Parent/Guardian if Student is Under Age 18***

Date

By signing this request, I am giving my permission to use the enclosed, self-addressed, stamped envelope to release my transcript/records to _____
(name of person or institution) ***(for the purpose of)***

**Education Records are confidential and may only be disclosed as allowed by the Family Educational Rights and Privacy Act of 1974 (FERPA), or with the written permission of the student's parent or legal guardian, or the student (if over 18 or attending a postsecondary school).*

To request a copy or information regarding any of the items below, please see the contacts provided:

- Immunization Record (3231) – (404) 463-0810 or your last healthcare professional
- Georgia Birth Certificate – (404) 679-4701 or the Walton County Health Department in Monroe, GA
- Social Security Number/Card – (800) 772-1213 or local social security office
- General Education Diploma (GED) – (404) 679-1645 or visit www.tcsg.edu
- Test Scores – for ACT www.act.org or for SAT/AP www.collegeboard.com
- Copy of High School Diploma – copies are not available