TRANSCRIPT REQUEST FORM
GRADUATED STUDENTS

Years 2007-2011

Great Bridge High School
301 W. Hanbury Road
Chesapeake VA 23322

THE GUIDANCE DEPARTMENT MAY RESERVE **10 BUSINESS DAYS** TO PROCESS YOUR TRANSCRIPT(S).

Please turn in request(s) with payment **by 1:30 P.M.** with either exact cash or a check made payable to GBHS.

Student's Name: _____, _____, _____
LAST FIRST MIDDLE

Address: _____ Phone: _____

Year of Graduation: _____

Student's Signature: _____

Transcripts include the student's GPA (unweighted and weighted), class rank, and final grades.

The Family Educational Rights and Privacy Act (FERPA) is the federal law designed to protect the privacy of a student's scholastic record. The rights transfer to the student, or former student, upon reaching the age of 18 or attending any school beyond high school level. Students and former students to whom rights have transferred are called "eligible students."

The eligible student may request an official transcript of his/her record by supplying the following information to the Great Bridge High School Counseling Department in person, by mail, or fax (757) 482-4208:

1. Completing this transcript request form
2. Showing a picture ID (or copy of ID if requesting by mail or fax)
3. $2.00 per transcript (exact cash or check)
4. Name and address of transcript recipient (if requesting the transcript be mailed)

Please check **ONE** of the following:

- ☐ I would like GBH to hold my transcript for pick up
- ☐ I would like GBH to mail my transcript to: _____
  (include name and address of recipient) _____
  _____

If a student is claimed as a dependent for Federal Income Tax purposes by either parent, then under the regulations, either parent may have access to the student's education records without the student's consent. The parent(s) must bring in the latest Federal Income Tax Return for verification, along with an ID.

Office use only: Date request received: _____ Paid $_____