

# Transcript Request Form

Full Name (Maiden) while attending \_\_\_\_\_

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

D.O.B. \_\_\_\_\_ Phone Number \_\_\_\_\_

Year of Graduation \_\_\_\_\_ Last Year Attended if Non-graduate \_\_\_\_\_

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Name of Receiving College/Business \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip Code \_\_\_\_\_

In accordance with the Family Educational Rights and Privacy Act (FERPA), any parent or eligible student must give the school written permission in order to release any information from a student's educational record.

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Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent (if under 18) \_\_\_\_\_

ANY TRANSCRIPT GIVEN TO ANY INDIVIDUAL OR MAILED TO ANY INDIVIDUAL WILL BE STAMPED  
**UNOFFICIAL**, TRANSCRIPTS MAILED TO A COLLEGE/BUSINESS WILL BE STAMPED **OFFICIAL**

**Mail Request :** Sidney Lanier High School  
Attention: Guidance  
1756 S. Court St.  
Montgomery, AL 36104

(Current Student) Price: \$3.00

(Former Student) Price: \$10.00

**Processing time on all transcripts is up to 5 business days.**

**Cash, Money Orders or Cashier's Check only.**