

Dougherty County School System

Student Transcript Request Form



The Dougherty County School System requires payment for transcript service at the time a request is submitted. Payment may be made by money order or cash. The charge is \$5.00 per document. Requests are accepted either by U.S. Mail or in person. Telephone and/or e-mail transcripts are not accepted. We are unable to process credit card payments for transcript services. **No personal checks accepted.**

Mail to: Student Transcript Request, Student Records Office, DCSS Media Services
300 Cason St., Albany, GA 31705
In person: DCSS Media Services, 300 Cason Street, Albany, GA

Please refer all questions to the Students Records Office at 229-431-1287.

TRANSCRIPT REQUEST

(Processed in 1-3 working days)

Enter your name as it was when you were last enrolled in a Dougherty County School:

Last/Maiden: _____ First: _____ M.I.: _____

Social Security or Student Number: _____

Requesting transcript for: Personal Use (Unofficial) School Employment

Enter your name as it is now (if different):

Last/Married: _____ First: _____ M.I.: _____

Date of Birth: ____/____/____ (ex: 10/30/1965) Year Graduated or Withdrew: _____

The high school from which you graduated or withdrew: _____

Current Street Address: _____ City/State/Zip: _____

Daytime Phone: _____ Home Phone: _____

Check here to have transcript(s) sent to your current address.

Number of transcripts to send to current address _____

Complete the following section to have a transcript sent to a third party:

School/Business/Institution to Receive Transcript: _____

Street Address: _____ City/State/Zip: _____

Total number of transcripts requested: _____

Please sign and date below.

Signature

Date

Your transcript request must include:

1. Your signature (print this page and sign in the space above).
2. A copy of photo identification with signature.
3. Cash or money order for \$5.00 for each transcript requested. Money orders should be made payable to "DCSS". **No personal checks accepted.**