

**PERQUIMANS COUNTY HIGH
SCHOOL PO Box 398
Hertford NC 27944
Phone: 252-426-5778 Fax: 252-426-7614**

Transcript Request and Authorization Form

Please Note: Only one (1) transcript will be sent for each request received. Additional forms must be submitted for each transcript request. Each transcript costs \$2, which must be received before the transcript request will be processed.

Last Name:	<input type="text"/>	First Name:	<input type="text"/>	Middle Name:	<input type="text"/>
Maiden Name:	<input type="text"/>	Date of Birth:	<input type="text"/>		
Home Phone:	<input type="text"/>	Work Phone:	<input type="text"/>	Cell Phone:	<input type="text"/>

Please Check:

- | | |
|-----------------------------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> High School Transcript (grades, state test scores) | <input type="checkbox"/> Birth Certificate |
| <input type="checkbox"/> Driver Education Certificate | <input type="checkbox"/> Immunization Records |
| <input type="checkbox"/> Other _____ | |

The requested information should be sent to:

Name of Agency, School or Other	<input type="text"/>
Mailing Address	<input type="text"/>
City, State, Zip	<input type="text"/>

I, the undersigned, acknowledge that I am the individual listed on the transcript. I authorize the release/exchange of information on my school records between Perquimans County High School and the institution named above. I understand that there is a \$3 processing fee for each transcript requested. Please allow a two (2) to three (3) week processing period from the date the payment is received. Payment must be received to begin the processing of this request. **Please mail or fax the completed form to the above address or number.**

Signed By _____

Date: _____

For Office Use Only

Request Taken By: <input type="text"/>	Date Payment Received: <input type="text"/>
Date Mailed: <input type="text"/>	Mailed by: <input type="text"/>
Date Faxed: <input type="text"/>	Faxed by: <input type="text"/>