

Board of Education  
 John Filson, Chair  
 Willie Mitchell, Vice Chair  
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 Andy Stewart, Board Member



Jeremy H. Williams, Ed.D.  
 Superintendent

# GAINESVILLE CITY SCHOOL SYSTEM

*ONE GAINESVILLE: We will inspire, nurture, challenge, and prepare our students.*

## STUDENT RECORDS REQUEST FORM

\_\_\_\_\_  
**Last Name**                                      **First Name**                                      **M.I.**                                      **Maiden Name**

\_\_\_\_\_  
**Date of Birth**                                      **Year Graduated**                                      **Last Grade Attended**

Nick Name: \_\_\_\_\_ Phone Number \_\_\_\_\_ Last 4 Digits of SS # \_\_\_\_\_

School attended if not Gainesville High: \_\_\_\_\_

To the following upon request:

_____ Another School	_____ Scholarship Funds
_____ Prospective Employer	_____ College/University
_____ Vo-Tech School	_____ Military
_____ Other (Specify) _____	

*By signing below, you are giving Gainesville City Schools permission to release your student records.*

\_\_\_\_\_  
**Student Signature**                                      **Date**

\_\_\_\_\_  
**Signature of Parent/Guardian (if student is under 18)**                                      **Date**

**Address Where Request Needs to be Mailed:**

\_\_\_\_\_  
**Name of Establishment**                                      **Street Address**                                      **City**                                      **State**                                      **Zip**

**Mail Transcript (please see below)**                                      **Date Paid** \_\_\_\_\_  
 **Pick Up Date**                                      **Mailed** \_\_\_\_\_  
 **I. D. Shown Employee Initial**

### Important Information:

There is a \$3.00 fee per transcript. Please allow 72 hours for processing transcripts.

We accept cash in the correct change, check or money order

\*All transcripts are sealed. If opened, the transcript is no longer official.

If you want to know the content of your transcript, you must pay for a second copy.

If mailing your transcript request, you must provide a photocopy of your picture ID