

# Clarke County High School

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P.O. Box 700, Grove Hill, Alabama 36451

*"Home of the Bulldogs"*

## TRANSCRIPT AND RECORD RELEASE AUTHORIZATION FORM

**FEE - \$5.00**

Date \_\_\_\_\_

Fill in name and address or email address of recipient to ensure document is sent to the right location or given to the person you authorize to receive your transcript.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OR

FAX Number of Recipient: \_\_\_\_\_

Student's name during time of attendance at CCHS:

Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Last four digits of SS# \_\_\_\_\_

Year graduated \_\_\_\_\_ or last year attended \_\_\_\_\_

Phone Number [in case of question(s)] \_\_\_\_\_

\_\_\_\_\_  
Parent Signature (if current student) or Authorized Signature (if former graduate)

\_\_\_\_\_  
Student Signature (required for all graduates or former students)

***The \$5.00 fee payable to Clarke County High School is required from all alumni and organizations making a request. Transcripts will be mailed or faxed within 48 hours upon receipt of fee.***

Received by: \_\_\_\_\_

Transcript mailed on: \_\_\_\_\_ by: \_\_\_\_\_

Students must have provided names of individuals authorized to request records on their behalf.