STUDENT RECORD REQUEST

Bedford County Public Schools charges a processing fee of $5 per document for all agency and former student record requests which include Graduation/GED verification, official/unofficial transcript and proof of immunization. Current students may obtain up to five transcripts each year at no charge with each subsequent transcript being $5 each. The fee for copies of all other student records will be 25¢ per page.

A transcript includes the academic record of subjects taken, grades, credits completed and attempted, grade point average, class rank, and ACT/SAT scores.

Student Name: ___________________________ ___________________________ ___________________________
LAST                  FIRST                  MIDDLE

Address:__________________________________________________________
NUMBER AND STREET          CITY, STATE   ZIP CODE

Date of Birth: _________________ Phone Number: ______________________

FORMER STUDENTS:
Maiden Name: ____________________ Graduation Year: ______________ Year Withdrawn: __________

I hereby authorize Liberty High School to send a transcript of the educational records named on the student above to the following school, agency, business, or individual:

________________________________________________________________________
SCHOOL, BUSINESS, OR INDIVIDUAL NAME

________________________________________________________________________
MAILING ADDRESS          CITY          STATE          ZIP CODE

Date: _____________________ Signature: _____________________________
PARENT'S SIGNATURE OR STUDENT'S SIGNATURE IF 18 YEARS OR OLDER

ONE FORM PER REQUEST