Liberty High School
100 Liberty Minutemen Drive
Bedford, VA 24523
Phone (540) 586-2541
Fax (540) 586-7720

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Maiden Name: _____ Graduation Year: _____ Year Withdrawn: _____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