Hamilton County High School
5683 US Highway 129 South, Jasper, FL 32052
Phone: 386-792-8100 ~ Fax: 386-792-6594

Transcript Request Form

This form is to request an official copy of a Hamilton County High School transcript. Signature is required. Transcripts are stamped with an official Hamilton County High School seal and signed by a school official. ONLY parents/guardians (for students under the age of 18) and students age 18 or older may request the release of official transcripts. PLEASE NOTE: All transcript requests require a minimum processing time of 1-2 business days before transcripts are available. Completed forms should be submitted to the Guidance Data Clerk, Mrs. Niki Martin at wendy.martin@hamiltonfl.com

Requestor Information

Name: _____
First Middle Last

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Phone #: _____ Phone #: _____

Is the student the requestor? Yes _____ No _____ *If no, complete the student information below.*

Student Name: _____
First Middle Last

Student Date of Birth: _____ Relationship of Requestor to Student: _____

Transcript Destination

Destination 1: Name of School or Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Date to Send: _____ Attention of: _____ # of Transcripts: ____

Destination 2: Name of School or Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Date to Send: _____ Attention of: _____ # of Transcripts: ____

Destination 3: Name of School or Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Date to Send: _____ Attention of: _____ # of Transcripts: ____

Authorization

By signing below, I give permission for Hamilton County High School to send transcripts to the above locations. Signature is required for processing.

_____ _____
Signature of Parent/Guardian/Student Date

Relentless Pursuit of Excellence