

**Handley High School
Transcript Request Form**

100 Tiger Circle
Roanoke, AL 36274
334-863-6815 or 334-863-2054 (Counselor's Office)

**\$2.00 TRANSCRIPT REQUEST FEE (per copy) MUST ACCOMPANY REQUEST
IN ORDER FOR US TO PROCESS YOUR REQUEST**

Transcript request forms can be obtained in the front office

Name: _____ SSN: _____
Name (at time of enrollment): _____
Student's Address: _____ City: _____ State: _____ Zip: _____
Phone Number(s) Where You May Be Reached: _____
Year of Graduation: _____ or Last Date Attended HHS : _____ BIRTHDATE: _____
Name on Record While Attending HANDLEY HIGH SCHOOL _____
Student's Signature: _____ Today's Date: _____

**Transcripts (number of copies (___) will be mailed or may be picked up in the front office after
11:00 a.m. on Thursdays only.**

This authorizes the release of my **Handley High School** transcript to:

Name of College or other location: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Former student is responsible for complete address for mailing purposes.

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ease indicate on line above if transcript will be picked up.

Due to FERPA (Family Educational Rights and Privacy Act) **only the person** requesting the transcript may pick it up.

Handley High School Registrar's Use Only

We cannot release your transcript(s) due to:

- Financial obligation
- Returned check(s)

Please mail your transcript request and \$2.00 to:

**HANDLEY HIGH SCHOOL
RECORDS
100 Tiger Circle
Roanoke, AL 36274**