E. Casey Wardynski, Ph.D.
Superintendent

HUNTSVILLE CITY SCHOOLS

BOARD OF EDUCATION

Laurie McCaulley - District 1
Beth Wilder - District 2
Elisa Ferrell - District 3
Walker McGinnis - District 4
Mike Culbreath - District 5

FEE: $2.00 **CASH OR MONEY ORDER ONLY** **NO CHECKS**

STUDENT INFORMATION

Legal Last Name:	Legal First Name:		Phone number / e-mail
Name as it Appears on School Record:	Place of Birth:	Birth Date:	Social Security Number: XXX-XX- __ __ __ __
Last Huntsville City School (all schools for passport /birth certificate) Attended:		Year of Graduation or Last Year Attended	
Parent(s) / Guardian Names:			

Item(s) Requested:	**Quantity:**
PROOF OF GRADUATION (JOB)	
COLLEGE	
PASSPORT	
IDENTIFICATION	
BIRTH CERTIFICATE	
OTHER (PLEASE SPECIFY)	

Former students whom have reached the age of 18 years of age must sign for their school records. Transcripts will be released to the person(s), school, or company of whom authorization has been received.

_____ **Student Signature of Authorization** ____/____/____ **Date** _____ **Telephone Number**

A fee of $2.00 will be charged for each transcript/ record. All fees payable by cash or money order only. **NO CHECKS**

COMPLETE THE SECTION BELOW

Send Records To:		Delivered by: [ ] Mail [ ] Electronic
Name / Agency / Institution:		
Address:		
City:	State:	Zip:

SHADED AREA FOR OFFICE USE ONLY

Date Received:	Fee:
Date Mailed / Picked Up:	Clerk:

PHONE: (256) 428-8363 •FAX (256) 428-7822

Mail to: **HUNTSVILLE CITY SCHOOLS ~ ATTN: RECORDS DEPT ~ 2800 DRAKE AVENUE ~ HUNTSVILLE, AL 35805**