

# BREMEN HIGH SCHOOL

## REQUEST FOR STUDENT RECORDS/TRANSCRIPT

- PROCESSING FEES - All fees must be paid in advance of processing. Cash, check, or money order ONLY.
- Transcript requests will be processed within 24 hours.
- Records requests will be processed in five school days.
- Replacement Diplomas: \$25.00 each and require a two-week processing.
- Submit requests/Pick-up records – during school days from 8:00 am until 3:00 pm.

### Record Verification Information

Date: \_\_\_\_\_

Name (as recorded on school records): \_\_\_\_\_

Current Name (if different from above): \_\_\_\_\_

Contact Numbers: \_\_\_\_\_ or \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_ Last four digits of SSN: \_\_\_\_\_

Current Student (circle one): YES / NO    Year Graduated \_\_\_\_\_    Year Withdrew: \_\_\_\_\_

Mother's Name: \_\_\_\_\_    Father's Name \_\_\_\_\_

### Record Request

Official Transcript \_\_\_\_\_     Other Records: \_\_\_\_\_

Number of copies requested \_\_\_\_\_    Will pick up request: \_\_\_\_\_

Forward records to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorization for Release: \_\_\_\_\_

Signature Required

Date

### If mailing/emailing Records/Transcript Request:

Bremen High School  
Attn: Sheree Haller  
504 Georgia Avenue  
Bremen, GA 30110  
sheree.haller@bremencs.com