

Charlotte High School
Former Student Transcript Request

Note: This form is for students who graduated from CHS within the past 4 years only. If your graduation date is not within the last 4 years, please call the Records Retention Office for Charlotte County Public Schools at 941-255-0808 ext. 3057

Date: _____

Please **mail** ___ or **fax** ___ an **official** ___ or **unofficial** ___ copy of my transcript to:

or:

I will pick up my transcript _____

My information is as follows:

Name: _____

Maiden Name *if applicable* _____

D.O.B. _____

SSN: _____

Year of Graduation or Last Year of Attendance: _____

Signature: _____

Contact Phone Number: _____

Please return this form to Charlotte High School's Registrar's Office
Contact Information: 941-575-5450 (phone), 941-575-5459 (fax)

Transcript Request Received _____

Transcript Sent or Picked Up _____