

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.*
 - ♦ Records/Transcript: \$4.00 per Record Request/Transcript copy
 - ✧ As a courtesy for currently enrolled students in grades 9-12, Bremen High School will process up to four requests per academic year, at no charge. Additional requests will be subject to a \$4.00 processing fee, per request, which must be made prior to the processing of the request(s).
 - ♦ Replacement Diplomas: \$25.00 each
- Records/Transcript requests will be processed in five school days.
- Replacement Diplomas require two-week minimum for processing.
- Submit requests/Pick-up records – school days from 8:00 a.m. until 3:15 p.m.
- Please bring photo ID and fee.

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 Records/Transcript Request and fee:

Bremen High School
Attn: Registrar
504 Georgia Avenue
Bremen, GA 30110
Fax: 770-537-6935