

Richmond Hill High School Transcript Release Form

- No transcript will be released without the written permission of the student. (The parent must also sign if student is under 18 years of age.) Transcripts will only be released to the persons, school, or company requesting the transcript.
- All records are kept confidential and sealed in an envelope. Only those persons authorized to review the transcript may have access. Authorized staff of the high school Guidance Department are not liable for any unauthorized persons gaining access to these records.
- Once a student is of 18 years, records/transcripts will not be released without that student's signature unless a lawfully issued subpoena is served.
- ***Transcripts will be kept for pick-up 30 days.***

PLEASE PRINT

**Please allow 5 business days once payment has cleared.
Graduation date prior to 2010 could take up to 10 days.**

Mail, fax or email form to:

RHHS Registrar

1 Wildcat Drive

Richmond Hill, GA 31324

Fax: 912-459-5182 Email: kwhitley@bryan.k12.ga.us

Date of Request: _____

NAME AS IT APPEARS ON RECORDS: _____

Current address: _____

Date of Birth: _____ Telephone Number: _____

Student's e-mail address: _____

Graduation Year ____ **Last year attended** ____ **Presently a student?** Yes/No **Grade Level** ____

Forward to:

Person(s)/School(s)/Company & Address _____

Signature of Student _____

Signature _____ **Relationship**
Of Parent/Guardian: _____ **to Student:** _____
(If under 18 yrs. old)

No checks or cash accepted-all payments are to be made on Mypaymentsplus.com.

My Payments Plus payment confirmation number: _____

Active students: \$1.00 per transcript

Graduated: \$5.00 per transcript

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FOR OFFICE USE ONLY:

Date mailed: _____ **Initials:** _____ **/Picked up:** _____ **Initials:** _____ **Paid:** _____ **Fee waived by:** _____