

GREENBRIER EAST HIGH SCHOOL  
273 Spartan Lane, Lewisburg, WV 24901  
**Attention: Sherry Burdette**  
**Request for Graduate Transcript**

\_\_\_\_\_  
(Student name at time of attendance)

Current Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number in case of question: \_\_\_\_\_

E-mail: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_

Please send a:

- \_\_\_\_\_ Copy of my transcript  
\_\_\_\_\_ Copy of my immunization record if available  
\_\_\_\_\_ Copy of my ACT/SAT scores if available

College or institution where transcript is to be mailed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**DIRECTIONS:** *\*Please attach a Processing Fee of \$5.00, and a copy of your drivers license. Mail this form to: the above address. "Official" transcripts will be mailed to colleges or institutions. Transcripts are processed on a first come first serve basis. Kindly give 10 days notice for transcript request or letters of recommendation. Requests made during the summer months will be processed when school re-opens in August. (Copies of diplomas are not kept on file.)*