

Fairmont High Transcript Request

FERPA (Family Educational Rights and Privacy Act of 1974) is federal legislation in the United States that protects the privacy of students' personally identifiable information. The act applies to all educational institutions. When a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

FAIRMONT HIGH SCHOOL cannot release transcripts to other individuals (third parties) without a written request, and signature from the individual requesting, we also require the appropriate fee be paid prior to the release of the transcript to the requesting individual or to a third party (*mother, father, aunt, uncle, sister, brother, etc.*)

Steps for Obtaining a Transcript Online

- 1) Complete the Transcript Request Form (PDF-required Adobe Reader) be sure to include information such as:
 - enrolled name (previous name)
 - address
 - dates of attendance
 - birthday
- 2) Sign the request (***NO transcripts can be processed without signature***).
- 3) Indicate where the transcript(s) are to be mailed
- 4) If the transcript is issued directly to the student, a stamp indicating official transcript will be stamped on the back.
 - ***To ensure it is accepted as official do NOT tamper with or open the sealed envelope***Include a check or money order payable to Fairmont High School for the full amount of the transcript(s).
For(Memo): Guidance/Transcript(s)
 - ***(Please note there is a \$35.00 service charge on all returned checks.)***
- 5) ***Mail/Fax*** the transcript request from to:
 - ***Mail to:*** Fairmont High School
ATTN: Guidance Office/Miss LaRosa McDowell
5419 Old Stage Road
Fairmont NC, 28340
Or Fax: 910-628-0652

All Transcript Fees: Mail: \$5.00

Same Day (RUSH): \$7.00

- 6) Transcripts can be picked up in person during regular business hours (8:00am-3:30pm) Monday through Friday if the request is submitted before NOON (12pm) of the same day (Day 1). Allow time for processing, unless otherwise indicated as SAME DAY.
- 7) Transcripts can be picked up in person during regular business hours (8:00am-3:30pm) Monday through Friday of the next business day (Day 2) if the request was submitted after NOON (12pm) of the previous day (Day 1). Allow time for processing, unless otherwise indicated as SAME DAY.
- 8) Photo ID ***is required*** for pick up
- 9) Photo ID ***is required***, if the transcript request form is faxed.