



RECORDS REQUEST

1192 Clarendon Avenue
Avondale Estates, GA 30002
678.676.1005

GOVERNMENT
ISSUED ID
IS
REQUIRED

Instructions: The following information is needed to assist in
processing the requested record. Please PRINT and complete this
form in its entirety and scan it the following address:
studenttranscripts@dekalbschoolsga.org or return it to
the home school or the above address.

***Please note the processing time for a transcript takes an
average 5-6 business days upon receipt. GOVERNMENT ISSUED
ID is required.

Name: First, Middle, Last _____

Name while attending a DeKalb County School: _____

Date of Birth: _____ Telephone number (to be contacted) _____

Last school attended: _____

Last grade attended: _____ Date Graduated _____ Date Withdrawn _____

Description of record requested: [] transcript [] enrollment history [] all grades ES/HS

[] I will pick up my transcript (staff will contact you when completed)

[] Mail (Must provide a stamped self- addressed envelope)

[] Email (unofficial) _____

[] Fax (unofficial) to Attn: _____ Fax Number: _____

[] Please release my records to (ID required):

Print Name: _____ Date: _____

Signature (of Authorized person receiving records) _____

I understand that a student's education records are confidential and may not be disclosed as allowed by the Family
Education Rights and Privacy Act of 1974, or with the written permission of the student's parent or legal guardian, or
the student (if over18 or attending a postsecondary school).

This document (and government issued ID) can be scanned to: studenttranscripts@dekalbschoolsga.org or
returned to the home school or 1192 Clarendon Ave., Avondale Estates, GA 30002. **Please note processing
time is 5-6 business days upon receipt. **

(For Office Use)

Received: _____ Processed _____ Faxed _____ Mailed _____ Picked Up _____