

Milan High School

Transcript Request

Request transcripts for former students and current seniors through Cheryl Hamilton (e-mail: hamiltonc@milanssd.org, phone: 731-686-0841 or fax: 731-686-9829). All request forms must be complete and accompanied by \$3.00 in cash, check or money order. ALL CHECKS MUST INCLUDE CURRENT ADDRESS AND PHONE NUMBER. A transcript sent to a home address is unofficial and cannot be used for college and/or some jobs. We do allow other parties to request and pay for transcripts, but do not give the transcript in hand to anyone other than the student or parent. Your transcript will be mailed or ready for pick-up on the Monday following the receipt date of your request.

Please Print:

Name by which student was officially enrolled:

(Last) (First) (Middle) (Maiden)

Social Security Number: _____ - _____ - _____ Date of Birth: ____/____/____

Year of Graduation / Last Date Attended Milan High School: _____

Address: _____

(Street Address) (City) (State) (Zip Code)

Phone: _____ - _____ - _____

(Home) (Mobile)

Name and Address of the Institution you wish the transcript to be sent:

I authorize the release of my academic transcript and all standardized test scores. (Signature must be that of the graduate.)

(Student Signature) (Date)

Return this form along with \$3.00 to: Milan High School, Attendance and Records Department,
7060 East Van Hook, Milan, TN 38358