

# Fayette County Public Schools Records Center Request Form

*There is a \$3.00 per item processing fee that must be paid at the time of request.*

Money Order  Cash

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Student's Name (Legal name at the time of graduation/withdrawal)

School Attended \_\_\_\_\_

Graduation Year \_\_\_\_\_

Withdrawal Year \_\_\_\_\_

Items Requested (check all that apply)		# of each item	Circle One	
Transcript	<input type="checkbox"/>	<input type="text"/>	Pick Up	Mail
Test Scores	<input type="checkbox"/>	<input type="text"/>		
Withdrawal	<input type="checkbox"/>	<input type="text"/>		
Other	<input type="checkbox"/>	<input type="text"/>		

**If FCPS is mailing your items, please print complete Name of School/Company and Address (street, city, state, zip code)**

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

Student's Siganture \_\_\_\_\_

Student's Phone # \_\_\_\_\_

Drivers License #/State \_\_\_\_\_