

# Permission to Send Transcript Form

For Past DHS Graduates

## Transcript Request Procedures:

1. Request form must be completed and given to the guidance secretary. One form should be filled out for **each** transcript requested.
2. A three dollar (**\$3.00**) fee must accompany **EACH** transcript request.
3. Upon date of receipt, the transcript request will be completed within five (5) business days.
4. **Mail request(s) to:** Dinwiddie HS Guidance Dept., PO Box 299, Dinwiddie, VA 23841

All information must be completed. Please print.

**Student Name:** \_\_\_\_\_

**Maiden Name (for women):** \_\_\_\_\_

**Year of Graduation:** \_\_\_\_\_ **Date of birth:** \_\_\_\_\_

**Contact Information: (Phone):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**I did not graduate from Dinwiddie High School.                  GED graduate**  
**Please call me when the transcript is ready and I will pick it up from the office.**

REQUESTING AN OFFICIAL TRANSCRIPT SENT TO:  
(Must be filled in completely!)

Name of school/business: \_\_\_\_\_

Department: \_\_\_\_\_ Attn: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

**REQUESTING AN OFFICIAL TRANSCRIPT FOR PERSONAL USE**  
(Unofficial if envelope is opened/seal is broken!!)

**REQUESTING AN UNOFFICIAL TRANSCRIPT**

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Date received by DHS guidance: \_\_\_\_\_

Date Mailed: \_\_\_\_\_ Mailed by: \_\_\_\_\_

Date called: \_\_\_\_\_ Transcript picked up on: \_\_\_\_\_