

**DINWIDDIE COUNTY HIGH SCHOOL
GUIDANCE
RECORD REQUEST FORM**

Request Procedures:

1. Request form must be completed and given to the Guidance secretary.
2. A fee must accompany **EACH** item requested.
3. Upon date of receipt, the item/s requested 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.

Date:

Student's Full Name:

Maiden Name (Women):

Date of Birth:

Did you graduate? YES / NO GED Graduate? YES / NO Year of Graduation:

[] Transcript -> [] Official (Sealed) [] Unofficial - cost \$3

[] Shot Records/immunization - cost \$3

[] Birth Certificate – cost \$3

[] Diploma – cost \$10

[] Other – cost to be determined

Please call me when my information is ready and I will pick it up from the Guidance office.

Contact Number: _____

Please mail my information to the following address: (Must be filled in completely.)

Name of School/Business/Household: _____

Department: _____ Attn: _____

Mailing Address: _____

City, State, Zip Code: _____

For Guidance Use:

Date Received: _____ Date Called: _____

Date Mailed: _____ Form(s) picked up on: _____

Initial: _____