

Transcript Request Form

The Family Educational Rights and Privacy Act requires educational institutions to obtain a signed release from the student (if 18 years of age) or the parent prior to releasing confidential educational records. Consequently, until we receive a written request or the proper authorized signature on the form below, we cannot send any information to designated persons or organizations. Please complete this request as directed. You may email the completed form to tarthur@tipton-county.com or fax to (901) 840-9645, or mail to

Transcript Request
Munford High School
1080 McLaughlin Drive
Munford, TN 38058

Note: Transcript security requires that all transcripts be designated as either:

- STUDENT COPY:** Any transcript which is released to the student or parent or otherwise not sent directly by Munford High School personnel to an institution or organization, this includes FAX copies. **The transcript must be picked up or a stamped self-addressed envelope must be provided if you want student copy mailed to you.**
- OFFICIAL COPY:** For a transcript copy to be identified as an official copy, it must have an official school signature with embossed school seal affixed and be sent directly by MHS personnel to an institution or organization WITHOUT coming into contact with the student/parent.

PLEASE PRINT

Student Name at Graduation _____ Social Security # _____

Date of Birth _____ Year of Graduation _____ Telephone # _____

Purpose of Requesting Transcript: (Check all that apply)

College Grants and Scholarships Military Employment Athletics Clearing House Other _____

ADDRESS OF INSTITUTION OR ORGANIZATION WHERE TRANSCRIPT IS TO BE MAILED:

To the Attention of

Name of Institution or Organization

Mailing Address

City/State/Zip

OFFICE USE ONLY:

I hereby authorize Munford High School to release my transcript to the institution or organization listed above:

Parent (if under 18)/Student's Signature _____ Date _____