

TUSCOLA HIGH SCHOOL
REQUEST FOR RELEASE OF PERSONALLY IDENTIFIABLE
STUDENT RECORDS INCLUDING COPIES

There will be a \$5.00 processing charge for each transcript for students that have graduated from 2011 to 2015 (anything earlier than that must request through the Central Office at 828-456-2400 or process online through "NeedMyTranscript). 2016 to current students have a \$2.00 fee for transcripts.

You may come in person to fill out a request or mail in this form along with the fee to:

Tuscola High School
564 Tuscola School Road
Waynesville, NC 28786
Attention: Registrar

MUST SHOW PHOTO ID TO PICK UP IN PERSON

Name _____

First Middle (Maiden) Last

Mailing

Address _____

Street City State Zip

____ (x) Mail personal copy of records to the above address

Date of Birth ____ - ____ - ____

Phone (____) _____ - _____

Last School Attended _____

Last Grade Attended _____ **Year of Graduation** _____

Requested Records/ information to be released:

____ (x) Transcripts ____ (x) Immunization Records ____ (x) Other:

____ (x) Birth Certificate ____ (x) Graduation Verification

Reason for Request:

____ (x) College ____ (x) Job ____ (x) Military

____ (x) Identification ____ (x) DSS ____ (x) Other:

Date of Request: ____ - ____ - ____

Person(s) or Agency to whom the Record is to be released: (ex: name of college, spouse, or child)

Address _____

Street City State Zip

____ (x) Mail official copy of records to the above address

I hereby give my consent and authorize the release of information on my permanent school records or my child's permanent record identified above to the person/agency named above.

Signature: Student/ Parent/ Guardian/ Family Member (If Under 18) Date

For questions, please contact Tuscola High School at: (828) 456-2408 and ask for the Registrar.