



Office of Transcripts & Records
Post Office Drawer 309
Beaufort, SC 29901

(843) 322-5403 Office

(843) 322-5922 Fax

Student Transcripts and Records Request

The student must complete all necessary information: Allow at least 10 working days for transcript to be processed. Forms can be faxed to 843-322-5922; Attention: Carolyn Jenkins or hand delivered. \$3.00 fee per requests.

I authorize you to furnish the requested information from my student permanent record folder to the person or organization referenced in this request:

Student (please print) First name: _____ (Maiden) Last name: _____

Birth Date: _____ Telephone number: _____

Name of last School Attended: _____ Year(s) _____

Date of Graduation: _____ Date, if withdrew _____

Check requesting Information:

- Transcript
- Immunization Records
- Birth Date verification
- Other (specify)

Name and address of transcript destination (PLEASE PRINT CLEARLY):

Person / Institution Name _____

Address _____

City _____ State _____ Zip Code _____

Student Signature _____

We will accept cash, personal check, money orders or cashier check made out to Beaufort County School District, PO Drawer 309, Beaufort, SC 29901 Attn: Carolyn Jenkins