

RECORDS REQUEST
Cheatham County Central High School

*There is a \$2 charge for each transcript requested, payment must be made at time of request.
 Payment can only be made in the form of cash, money order, cashiers check.*

Fill out the form below to request records from Cheatham County Central High School (CCCHS). Please allow 3-5 days for records to be sent. Except during summer when business hours vary. CCCHS reserves the right to extend this time limit when necessary.

PERSONAL INFORMATION

_____	_____	_____	_____
First Name	Last Name	MI	Maiden Name
_____	_____	_____	_____
Street Address	Apt.#	City	State Zip
_____	_____	_____	
Date of Birth	Home/Cell Ph.#	Work Ph.#	

YEAR OF GRADUATION/LAST DATE OF ATTENDANCE: _____

RECORDS

Which records are you requesting (check all that apply)?

- Transcript
- Shot Records
- IEP
- Other: _____

How would you like to receive/send your records?

- Mail to (provide name and address if different from above):**

_____	_____	_____
First Name	Last Name	MI
_____	_____	_____
Street Address	Apt.#	City State Zip

- Mail to school(s):**

School #1: _____
Name of School

_____	_____	_____	_____
Street Address	City	State	Zip