

SOUTH GWINNETT HIGH SCHOOL

Records Request Form

For Transcripts from

2019-2020 year

2018-2019 year

ONLY

For records prior to

these years call

Records Management

at the ISC office:

(678) 301-6144



Date:

Student Name: Student ID: _____

Graduation Date: _____ Withdrawal Date: _____

Student/Parent: Name: _____ Student/Parent: phone number: _____

Student address: _____

Reason for request:

***Allow a minimum of 2-3 business days for processing.**

***Cost: \$5.00 for official transcript.**

***Picture ID is required from Student/Parent is required.**

Please mail payment, I.D. and this form to the Records Department. The records department will mail home transcript upon receipt of payment and both necessary documents: ID and this completed form.