XENIA COMMUNITY SCHOOLS
Striving for Excellence

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Jeffrey K. Lewis, Superintendent
O. Randolph Overbeck, Assistant Superintendent
Edward A. Stidham, Director of Personnel
Gretchen Rives, Administrative Assistant
Rosalie Townsend, Treasurer

Procedures For Obtaining A Transcript / School Records

1. Request must be in writing signed by the individual so that we have the proper release of records information on file.

2. Request by letter, must contain the following:
   - A. Date of birth
   - B. Year of graduation or withdrawal
   - C. Maiden name / name used in school
   - D. Phone number and/or mailing address of individual
   - E. Signature of individual
   - F. Cash, check or money order in the amount of $4.00

Transcript / records request <u>WILL</u> <u>NOT</u> be filled before payment is received.

3. Requests in person —
   - A. Individual must complete Records Request Form.
   - B. The $4.00 fee is due **before** request is filled.

During the school year transcripts will be available within 48 hours. Summer requests will be filled according to availability of personnel.

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Transcript / Records Request

Received by:_____
Date of Request:_____
Paid:_____

NO REQUEST WILL BE FILLED UNTIL $4.00 FEE IS RECEIVED

Name_____
Last Maiden First Middle

Year of Graduation_____ Withdrawal Date_____ DOB_____Home Phone_____

_____ Work Phone_____

Hold Transcript at Board Office

Mail Transcript to: _____

_____

_____

Fax Transcript ($2.00 additional charge) To: _____

Fax # _____

I give Xenia Community Schools permission to release my school transcript / records to myself or the above name, address or fax number.

_____
Signature