

# Amory High School

Guidance Department  
1006 Sam Haskell Circle  
Amory, MS 38821

Teresa Byars, Graduation Coach

Phone: 662-256-5753\*Fax: 662-256-5754

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## TRANSCRIPT REQUEST FORM

Please complete the entire transcript request form

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Maiden Name (if changed since graduation): \_\_\_\_\_

Contact Info (Address, Phone Number, Fax Number, E-Mail Address where you can be reached): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Year Graduated: \_\_\_\_\_

Name and Address of location transcript is being sent (Please include fax and phone number): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please Note:** You must complete a transcript request form for *each* individual transcript requested. There is a \$5 processing fee per transcript. Processing fees must be received prior to the release of the transcript. Cash, Money Orders, and Personal Checks are acceptable forms of payment. Check/Money Order may be made payable to: Amory High School Guidance Department.

**Mailing Instructions:** Please mail the completed transcript request form, including payment, to:

Amory High School Guidance Department  
1006 Sam Haskell Circle  
Amory, MS 38821

**Transcript requests will be processed within 3-5 days of receipt.**

**Fee can be mailed to above address.**