

Dr. Matthew Akin
Superintendent



BOARD OF EDUCATION

Michelle Watkins - District 1
Beth Wilder - District 2
Elisa Ferrell - District 3
Walker McGinnis - District 4
Pam Hill - District 5

HUNTSVILLE CITY SCHOOLS RECORDS DEPARTMENT

FEE: \$2.00 EACH

CASH OR MONEY ORDER ONLY

NO CHECKS, DEBITS, OR CREDIT CARD

MAIL FORM TO: HUNTSVILLE CITY SCHOOLS ~ ATTN: RECORDS ~ 200 WHITE STREET ~ HUNTSVILLE, AL ~ 35801

LAST NAME	FIRST NAME	PHONE:	
		EMAIL:	
MAIDEN NAME	PLACE OF BIRTH	BIRTH DATE	SOCIAL SECURITY # XXX-XX-____
LAST HUNTSVILLE CITY SCHOOL ATTENDED (ALL HCS ATTENDED FOR PASSPORT OR BIRTH CERTIFICATE)	LAST YEAR ATTENDED	GRADUATED OR WITHDREW	
PARENT OR GUARDIAN NAME:			

REASON FOR RECORD	QUANTITY
PROOF OF GRADUATION (JOB)	
TRANSCRIPT (SEALED) (JOB)	
EDUCATION	
PASSPORT	
SOCIAL SECURITY	
IDENTIFICATION	
BIRTH CERTIFICATE	
OTHER (PLEASE SPECIFY)	

FORMER STUDENTS WHOM HAVE REACHED 18 YEARS OF AGE MUST SIGN FOR THEIR SCHOOL RECORDS. RECORDS WILL ONLY BE RELEASED TO AN AUTHORIZED INDIVIDUAL, SCHOOL OR COMPANY ONLY WITH PHYSICAL SIGNATURE AND FEE.

 STUDENT SIGNATURE (NO DOCU-SIGNS or E-SIGNS)

 DATE

PLEASE SELECT METHOD OF DELIVERY-- \$2.00 EACH

US MAIL:

NAME/SCHOOL/COMPANY	ADDRESS	CITY	STATE	ZIP

ELECTRONICALLY:

EMAIL ADDRESS:		
FAX:	ATTN:	NUMBER

PHONE: 256-428-8363

FAX: 256-428-7822