

Transcript Request Form - This form is used for former students who attended school in Richland School District One that need a copy of their High School Transcript or school records. Print the form out, filling it out completely, mail the form along with the \$5.00 fee, for each copy requested, to the address listed on the bottom of this form. Your request should be processed within two business days from date of receiving the request in our office. Mail this completed form along with the \$5.00 fee in the form of a money order made out to RCSD#1.

***RICHLAND COUNTY SCHOOL DISTRICT ONE
STUDENT RECORDS OFFICE
TRANSCRIPT REQUEST FORM***

Requester's full name Last First Middle

Maiden name or name if different when attended school Date of Birth

Requester's address: _____

Requester's phone: (_____)_____

Richland One School Attended: _____

Year Graduated or Years attended: _____

What transcript is needed for: _____ College _____ Personal _____ Employment
 _____ Adult Ed _____ Other

Address of where the transcript should be mailed: _____

**Mail Completed request form to: Richland School District One
Student Records
1225 Oak Street
Columbia, S.C. 29204**

Requester's Signature

Date