



WINCHESTER PUBLIC SCHOOLS TRANSCRIPT INFORMATION

A request for a student's transcript requires a signed release from the student, if he or she is 18 years of age or older, or from the parent or legal guardian if the student is under 18 years of age.

Request must include the following information:

- Student's full name (maiden name or name as it was when attending school);
- Student's date of birth;
- Name of school and year you last attended a Winchester Public School;
- Whether the student graduated or withdrew;
- Why the transcript is being requested (i.e., employment, education, identification, etc.);
- Full address where transcript information should be sent. Official transcripts are sent to colleges/employers.
- School records for DMV, Birth Certificate, Social Security, and Immigration are placed in sealed envelopes and must be delivered unopened to the designated agency.

PLEASE ALLOW 3 TO 5 DAYS FOR PROCESSING FROM DATE OF REQUEST.



WINCHESTER PUBLIC SCHOOLS STUDENT RECORDS REQUEST

John Handley High School
(540) 662-3471

PO Box 910 Winchester, VA 22604
Guidance Fax # (540) 662-1942

Student's Name While Attending School

Please print all information.

Last (Maiden)

First

Middle

Date of Birth

_____/_____/_____ ↑ Current ↑ Graduated Withdrew

Month

Day

Year

Last Winchester Public School Attended Last Year Attended (ex. 2005)

Requesting copies of the following records (check all that apply)

High School Middle School Elementary Immunization (shot record) DEC-1 Card

Other (specify): _____

Reason for Request: College Admissions* Employment* DMV
 Birth Certificate Social Security Immigration Unofficial-Personal Use

Signature (Required) Parent's if under 18 **Date** **Contact Phone**

PLEASE ALLOW 3 TO 5 DAYS FOR PROCESSING FROM DATE OF REQUEST.

***OFFICIAL TRANSCRIPTS ARE SENT TO COLLEGES/EMPLOYERS. UNOFFICIAL TRANSCRIPTS ARE SENT TO FORMER STUDENTS.**

For College/Employer Requests: Please send official transcripts to the following college(s)/employer(s):

***(For College Admissions, be sure to include the name of the college in the address.)**

1. _____

2. _____

Please choose one of the following for all other requests:

- I will pick up my records. Records must be picked up within 3 days of notification of readiness.
- I give permission for _____ to pick up my records.

WPS USE ONLY
Date Request Received: _____
Person Receiving Request: _____
Date sent or picked up: _____