



**Burke County Public Schools**  
P.O. Box 989 700 East Parker Road  
Morganton, North Carolina 28680-0989  
Phone: 828-439-4312

## Transcript Request

### Transcript Fees

### Please Allow Up to 2 Business Days to Process Your Request

**Initial copy: \$10.00**  
**Each additional copy: \$ 5.00**  
**Same day processing: \$10.00 - Must be received by 3:00 p.m. - Pick-up between 4:00 - 5:00 p.m.**

*Requests can not be submitted by fax; mail or hand deliver only.*

**Photo Identification is required.**

## STUDENT INFORMATION

**Today's Date:** \_\_\_\_\_ **Contact Phone Number:** \_\_\_\_\_ **Alternate:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
Last First Middle Maiden, if applicable

**Your School Records Are Under Name:** \_\_\_\_\_

Last Public School Attended in Burke County: \_\_\_\_\_

Please Choose ONE of the Following:  Graduated – Year \_\_\_\_\_  Withdrew – Year \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Please choose one of the following delivery options:

_____ Pick Up	_____ Mail	_____ Number of Copies Requested
1. _____	2. _____	_____
_____	_____	_____
_____	_____	_____

**I hereby give my consent for the release of the above referenced records.**

\_\_\_\_\_  
**Signature**  
**(Parent Signature Required If Under 18)**

\_\_\_\_\_  
**Print Current Name**

**I hereby authorize \_\_\_\_\_ to pick up my student transcript.**

### **FOR OFFICE USE ONLY**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_

Paid: ( ) \$ \_\_\_\_\_ Check # \_\_\_\_\_

Mailed by: \_\_\_\_\_ Date: \_\_\_\_\_

### **Directions to Burke County Public Schools Administrative Offices**

**[Google Map](#)**

Take exit 105 from Interstate 40. Turn right onto 18 South (South Sterling Street). At the first stop light you will see a sign for Grace Hospital. Drive .4 of a mile and turn right at the second stop light. This should be East Parker Road. Turn right and go about .9 of a mile. To your right, you will see the Human Resource Building. As you face the front of the building, go to the left side of the parking lot. Toward the back of the building, you will see a sign for Burke County Public Schools Administrative Offices.