



**Burke County Public Schools**  
P.O. Box 989 700 East Parker Road  
Morganton, North Carolina 28680-0989  
Phone: 828-439-4312  
Fax: 828-439-4347

# Transcript Request

**There will be a \$10.00 processing charge for student transcripts.**

**All information must be completed and payment received before request will be processed.**

**Positive Identification is required.**

**Processed transcripts that are no picked up within 7 days will be mailed to the address listed below.**

**Mailing Address:** \_\_\_\_\_

## CONSENT FOR RELEASE OF STUDENT TRANSCRIPT INFORMATION

**Current Date:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_ **Alternate:** \_\_\_\_\_

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

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

Please Choose ONE of the Following:

Graduated – Year \_\_\_\_\_  Withdrew – Year \_\_\_\_\_  Transferred – Year \_\_\_\_\_

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

Reason for Request: (Please Choose All That Apply)

\_\_\_\_ College  
\_\_\_\_ Identification  
\_\_\_\_ Employment  
\_\_\_\_ Health Record/Immunizations  
\_\_\_\_ Other: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

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

Please choose one of the following delivery options:

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

\_\_\_\_ Pick Up \_\_\_\_\_ Number of Copies

\_\_\_\_ Mail To: 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: \_\_\_\_\_

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

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

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

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

Reel#: \_\_\_\_\_ Blip#: \_\_\_\_\_ System: \_\_\_\_\_

## **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.