

# TRANSCRIPT REQUEST

## Guidance Office

John S. Battle High School

21264 Battle Hill Drive

Bristol, Virginia 24202

Phone: (276) 642-5305 Fax: (276) 642-5330

### Step 1: Your Information

Current Name (Last, First, Middle)

Name while attending

Current street address

City

State

Zip Code

Dates of Attendance

Date of Birth

Phone

### Step 2: When To Mail Transcripts

Immediately

At semester

At the end of the school year

### Step 3: Destination - Provide complete information where transcript(s) should be sent; print clearly

Pick -up

Name of Institution

Address

City

State

Zip Code

### Step 4: Sign and Submit

Signature (REQUIRED)

Date

### Transcript fee is \$1.00 per copy

If paying by check make payable to John S. Battle

Mail request with payment to the address listed above

**\*\*Faxed requests must be picked up in the Guidance Office within 7 days**

OFFICE USE ONLY Amount Paid \$ \_\_\_\_\_ Date Mailed \_\_\_\_\_ Pick-Up Date \_\_\_\_\_

Transcript Issued by \_\_\_\_\_ (Initials)

# TRANSCRIPT REQUEST

## ~~Guidance Office~~

---

John S. Battle High School  
21264 Battle Hill Drive  
Bristol, Virginia 24202  
Phone: (276) 642-5305 Fax: (276) 642-5330

# TRANSCRIPT REQUEST

## Guidance Office

John S. Battle High School

21264 Battle Hill Drive

Bristol, Virginia 24202

Phone: (276) 642-5305 Fax: (276) 642-5330



# **TRANSCRIPT REQUEST**

## **Guidance Office**

John S. Battle High School

21264 Battle Hill Drive

Bristol, Virginia 24202

Phone: (276) 642-5305 Fax: (276) 642-5330