

To Whom It May Concern:

In order to process a records request, you must:

- Be a former graduate of South Columbus OR South Columbus must be the last school you attended.
Current students MUST contact their school counselor if they need a transcript.
- Print and then fill out the 'Records Request Form' located at the bottom of this page.
- Make a copy of your photo i.d. (preferably your driver's license) and attach to the 'Records Request Form.'
- Place \$5 cash, check or money order along with the 'Records Request Form' and the photo i.d. in an envelope.

Note if you pay with check, we will not process the request until the check has cleared the bank.

- Send to: South Columbus High School
Attn: Stephanie Nance
40 Stallion Drive
Tabor City, NC 28463

Records Request Form

Date of Request: _____

Complete Legal Name: _____
FIRST MIDDLE MAIDEN LAST

Date of Birth: _____ SS# (last 4#s): _____

Phone Number: _____

Circle information requested: Official Transcript Picture ID Immunizations

Year of graduation OR last year of attendance: _____

Contact Number: _____

Address of where to send record: _____

Signature: _____

FOR OFFICE USE ONLY:

Date - picked up mailed faxed : _____