

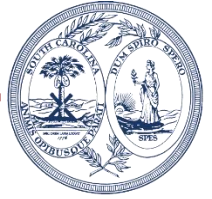


L. Eden Hendrick
Executive Director

P.O. Box 21069
Columbia, SC 29221-1069

djj.sc.gov

Henry McMaster
Governor



FORMER STUDENT RECORDS REQUEST FORM

IN ORDER TO LOCATE THE STUDENT RECORD, PROVIDE THE FOLLOWING INFORMATION:
(Required information indicated in bold-face)

Student's Name While Attending School

Last (Maiden) First Middle

Student's Address While Attending School

Student's Current Address/Email Address

Date of Birth _____ Approximate Date of Last Attendance _____

Reason for Request _____

Signature (needed to process request)* Date Contact Phone

*When submitting, include a copy of your driver's license (or other government issued ID) to establish your identity.

Please send the records via: US Mail (Current address) ☐ Email ☐ _____

- ☐ Transcript of Academic Records/Withdrawal Grades
☐ GED Information

SC Department of Juvenile Justice Use Only

Date Request Received: _____

Received By: _____

Date Request Completed: _____

Number of Pages: _____

Requests should be submitted to transcripts@djj.sc.gov. Please allow 48 hours for processing. Should you need additional assistance, please dial (803)896-7432.