

**FOR OFFICE USE ONLY**  
Date Requested Processed \_\_\_\_\_  
Signature of Processor \_\_\_\_\_

In order to obtain a copy of your academic transcript/student records from the Yancey County School System, please complete this form. Upon completion, either fax to 828/682-4287, deliver in person, or mail to the following address:

Student Transcript Request  
Mountain Heritage High School  
P.O. Drawer 70  
Burnsville, N.C. 287114  
(828) 682-6103

**(PLEASE PRINT)**

Student Name: \_\_\_\_\_ (Maiden Name): \_\_\_\_\_  
Please List any other legal name(s) used while in school: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (Request will not be completed without date of birth).

This request is for:  
\_\_\_\_\_ A transcript of academic records only  
\_\_\_\_\_ All student information currently on file\*

Last School Attended in Yancey County: \_\_\_\_\_

\*Year Graduated: \_\_\_\_\_

Non-graduates: Last year in attendance: \_\_\_\_\_

Send Transcript to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional comments or specific items requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\* \_\_\_\_\_  
Signature Date of Request

\* Graduates before 1976 must contact the Yancey County School Board at (828) 682-6101 or fax request to (828) 682-7110.  
\*\* A notarized signature is not required at this time. However, Yancey County Schools reserves the right to require a notarized signature before request is processed.