Bedford County Public Schools
310 South Bridge Street
Bedford, VA 24523
Phone (540) 586-1045
Fax (540) 586-7740

FORMER STUDENT RECORD REQUEST

Bedford County Public Schools charges a processing fee of $5 per document for all agency and former student record requests which include Graduation/GED verification, official/unofficial transcript and proof of immunization. The fee for copies of all other student records will be 25¢ per page.

A transcript includes the academic record of subjects taken, grades, credits completed and attempted, grade point average, class rank, and ACT/SAT scores.

Student Name: _____
LAST FIRST MIDDLE MAIDEN NAME

Address: _____
NUMBER AND STREET CITY AND STATE ZIP CODE

Date of Birth: _____ SSN: _____ Phone Number: _____

Year Graduated: _____ Year Withdrawn: _____

I hereby authorize Bedford County Public Schools to send a transcript of the educational records named on the student above to the following school, agency, business, or individual:

_____
SCHOOL, BUSINESS, OR INDIVIDUAL NAME

_____
MAILING ADDRESS CITY STATE ZIP CODE

Date: _____ Signature: _____
FORMER STUDENT'S SIGNATURE

BCPS OFFICE USE ONLY:

DATE RECEIVED: _____ **FEE PAID:** _____ **DATE GIVEN:** _____ **MAILED:** _____