

# Transcript Request



Requests should be made five (5) business days prior to mailing deadline to ensure adequate processing time.

Sumner County Middle College  
High School  
1480 Nashville Pike  
Gallatin, TN 37066  
Office (615) 230-3470  
Middle.college@sumnerschool.org

Full Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if student is under 18)

Number of Transcripts Needed: \_\_\_\_\_

- Send Transcript to address provided  
*(Include complete mailing address of institution or email address if out of TN)*

Mail transcript to: *(Please Print)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Office Use Only:**  
Completed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Please check if student has a hold on their account which prevents transcript from being sent.

# Transcript Request



Requests should be made five (5) business days prior to mailing deadline to ensure adequate processing time.

Sumner County Middle College  
High School  
1480 Nashville Pike  
Gallatin, TN 37066  
Office (615) 230-3470  
Middle.college@sumnerschool.org

Full Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if student is under 18)

Number of Transcripts Needed: \_\_\_\_\_

- Send Transcript to address provided  
*(Include complete mailing address of institution or email address if out of TN)*

Mail transcript to: *(Please Print)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Office Use Only:**  
Completed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Please check if student has a hold on their account which prevents transcript from being sent.