

HOW TO OBTAIN STUDENT RECORDS/TRANSCRIPTS

To release any information concerning a current or former student, we must have written permission from the student (if 18 years of age or older) or parent/guardian. To obtain copies (official or unofficial) of student records/transcripts, you can mail or fax a request to our office or you can pick up the student records/transcripts at our office. We cannot accept e-mail requests because the request must be signed by the student (if 18 years of age or older) or parent/guardian.

Please include the following information on your request:

1. Full name (while attending school)
2. Date of birth
3. Name of school attended
4. Last year of attendance
5. Address of where you would like us to mail* the student records/transcripts
6. Indicate if the student records/transcripts need to be official (sealed) copies
7. Daytime phone number or e-mail address to contact you for additional information, if necessary
8. Signature of student (if 18 years of age or older) or parent/guardian

***Please note that we do not fax student records/transcripts, they must be sent by U.S. mail.** Requests are processed and mailed the next business day after the request is received in our office. There is no charge for student records/transcripts.

Our mailing address, fax number, and phone numbers:

Records Management Office
Student Records
5270 Northfield Boulevard
College Park, GA 30349

Fax: (404) 763-5540

Office: (404) 763-5541
(404) 763-5542
(404) 763-5543