

Scott High School Transcript Request

400 Scott High Drive

Huntsville, TN 37756

(423) 663.2801

Fax: (423) 663.2368

Attention: Melissa Lowe, Guidance Secretary

1. Name when ENROLLED at Scott High School:

2. Date of Birth: _____

3. Last 4 digits of your Social Security Number (Please do not write your entire Social)

4. Name & Address of where you want transcript sent:

5. Year of graduation: _____

Print Name: _____

Signature _____ Date: _____

**Please print and fill out this form and fax to the Attention of Melissa Lowe, Guidance Secretary or, you may bring this completed form to Scott High School. Please remember to include your fax number if you want to have your transcripts faxed. Leave the form with the guidance secretary at the front desk in the guidance office. If you plan on picking up your transcript in person, please allow 5 business days before returning for pickup.