

# Request for School Transcript

Hardeman County Board of Education  
Donald L. Hopper, Ph.D.  
Director of Schools  
10815 Old Highway 64, Bolivar, TN 38008  
Phone: 731-658-2510; Fax 731-658-2061

**A \$1.00 FEE IS APPLICABLE. IN ORDER FOR US TO COMPLETE YOUR REQUEST FOR PROOF OF AGE AND/OR COPY OF YOUR TRANSCRIPT, WE MUST HAVE THE FOLLOWING CORRECT INFORMATION. PLEASE DO NOT GUESS AT THE INFORMATION.**

Your exact name used in school \_\_\_\_\_

Nickname used in school, if any \_\_\_\_\_

Correct date of birth \_\_\_\_\_  
Month Day Year

List all schools attended in Hardeman County \_\_\_\_\_

Race (if applying by mail) \_\_\_\_\_

Reason for record request (This is necessary so we will know what part of the transcript to copy.)

Name of Father \_\_\_\_\_

Name of Mother \_\_\_\_\_

Name of Guardian (if applicable) \_\_\_\_\_

How many years did you attend school? \_\_\_\_\_ Graduation date \_\_\_\_\_  
Month Day Year

Year you entered school \_\_\_\_\_  
Month Day Year

Name of two (2) people who were in your class:

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

**Mail Transcript to (if a different address):**

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_

**RETURN TO:** Hardeman County Board of Education, Attention: Student Services, by US Postal Service or in person at 10815 Old Highway 64, Bolivar, Tennessee 38008, from 8 a.m. – 4 p.m., Monday through Friday, except holidays.