



Chesterfield County Public Schools
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Chesterfield County Public Schools Transcript Request of Academic Record

ES & MS ONLY

-ONLY USE THIS FORM IF THE LAST SCHOOL ATTENDED IN CCPS WAS ELEMENTARY OR MIDDLE SCHOOL.

-HIGH SCHOOL TRANSCRIPT REQUESTS MUST BE MADE AT

WWW.MYCHESTERFIELDSCHOOLS.COM/COMMUNITY/ALUMNI/TRANSCRIPTS/

PLEASE PRINT CLEARLY. ALLOW A MINIMUM OF SEVEN (7) BUSINESS DAYS FOR PROCESSING.

Name _____ DOB _____
First Middle Last

Name used while enrolled in school (maiden name, name change, etc...) _____

Address _____

City/State/Zip _____ Phone # _____

Last Chesterfield County Elementary or Middle School Attended _____

Last School Year Attended _____

Return Mailing and/or Fax Information

Please provide full name & mailing address **OR** fax # if faxed transcript is acceptable.
Transcripts will not be emailed.

Signature _____ Date _____

EMAIL, FAX OR MAIL COMPLETED & SIGNED FORM TO:

christina_parlow@ccpsnet.net

**CHESTERFIELD COUNTY PUBLIC SCHOOLS
ATTN: KRISTI PARLOW - STUDENT RECORDS
13900 Hull St. Rd
Midlothian, VA 23112**

**Transcript Line: 804/639-8900X1651
FAX: 804/739-6237**