



Chesterfield County Public Schools Record Request Form (Additional Documents)

**Please note that ALL requests for transcripts MUST be made online at:
<http://mychesterfieldschools.com/community/alumni/transcripts/>
Print clearly. Please allow a minimum of 7 business days for processing.**

Name _____ Last 4 digits of SS# _____ DOB _____
First Middle Last

Last Name on Transcript if Different from Above (maiden name, name change, etc...) _____

Address _____

City/State/Zip _____ Phone # _____

Last Chesterfield County School Attended _____

Year Graduated/Last Year Attended _____

Have you submitted a transcript request through Parchment? (CIRCLE ONE) YES NO
YES - Your *additional documents requested* will be uploaded with your Parchment Transcript order
NO - Please complete the Return Information below to receive your "Additional Documents" only

<u>GRADUATED</u>	<u>ADD'L DOCUMENTS REQUESTED</u>
<input type="checkbox"/> YES	<input type="checkbox"/> IMMUNIZATIONS
<input type="checkbox"/> NO	<input type="checkbox"/> SAT/ACT SCORES
	<input type="checkbox"/> IEP DOCUMENTS
**Please note that <u>diplomas</u> are not available	

Complete Return Information ONLY if a Parchment Transcript Order was NOT submitted
Fax or Mail ONLY - records CAN 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