

To Request a Transcript:

Complete the transcript request form. If you are unable to access the form, your written request should include the following:

- Your **complete name** at the time you attended a Rockdale County Public School (maiden name, if applicable).
- Your **date of birth**.
- The **last year** you attended Heritage High School **or** your **graduation date**.
- Your **daytime phone number**.
- An **address** to which the transcript should be mailed, if applicable.
- Your **signature MUST** appear on the records request form or your written request.
- A copy of your **official photo ID**.
- Please include the **\$3.00 fee per transcript requested**.
- **NOTE: We accept cash or money orders.**
- **No** phone orders or email requests are accepted.

Options to Submit Requests for Records:

Walk-Ins

You may request your records request in person by visiting our office. Please allow 48 hours of processing time following your request.

Office hours: Mon.- Fri.: 7:30 a.m. -3:30 p.m.

By Mail

Please mail your request with your transcript fee and a copy of your photo ID to the following address:

**ATTN: Counseling Secretary
Heritage High School
2400 Granade Road
Conyers, GA 30094**

Phone

All transcripts requested by phone must be picked up in person. A copy of your photo ID and the transcript fee will be required when you pick up your records. The phone number for the office is 770-483-5428 ext.27119.

Reminders:

- Request for students under the age of 18 will require a parent or legal guardian's signature
- Allow a minimum of 48 hours to process your request
- Photo ID is required for all requests
- \$3.00 fee per transcript request
- **Cash or Money Orders ONLY**
- **ALL INCOMPLETE REQUESTS WILL BE RETURNED**