



378 State Street, Charlotte, MI 48813
Phone (517) 541-5100 Fax: (517) 541-5105

***To request a transcript/enrollment verification please send to HappD@Charlottenet.org ***

Transcript/Records Request Form

Date of Request:

Student Name:

Maiden Name:

Phone:

Email:

DOB: / /

Graduation Year:

Last 4 # of SSN:

Please Send:

✉ Official Transcript ✉ Verification of Graduation **To the**
Following Address:

Name of Recipient:

Company/School Name:

Email of Recipient:

Address:

City, State, Zip Code:

By signing below, you authorize Charlotte Public School to send the requested materials to the party listed above.

Signature:

Date: