



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

\*\*\*To request a transcript/enrollment verification please send to [bensinn@charlottenet.org](mailto:bensinn@charlottenet.org) during the school year.  
During summer please request on [parchment.com](http://parchment.com).\*\*\*

### **Transcript/Records Request Form**

<b>Date of Request:</b>
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<b>Student Name:</b>	<b>Maiden Name:</b>
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<b>Phone:</b>	<b>Email:</b>
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<b>DOB:</b> /     /	<b>Graduation Year:</b>	<b>Last 4 # of SSN:</b>
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#### **Please Send:**

✍ **Official Transcript**

✍ **Verification of Graduation**

#### **To the Following Address:**

<b>Name of Recipient:</b>
<b>Company/School Name:</b>
<b>Email of Recipient:</b>
<b>Address:</b>
<b>City, State, Zip Code:</b>

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

<b><u>Signature:</u></b>	<b><u>Date:</u></b>
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