



Requesting a Transcript

Students Prior to 2006: Mail request to:

*Litchfield High
Student Records
Litchfield Middle School
1109 Hoke Street
Gadsden, AL 35903*

*Emma Sansom High
Student Records
Emma Sansom Middle School
2210 W Meighan Blvd
Gadsden, AL 35904*

*Gadsden High School
Student Records
Gadsden High School
607 South 12th St
Gadsden, AL 35901*

Request must be submitted by letter and should include the following information:

1. Full name and social security number (include maiden name if applicable)
2. Signature of student
3. Year of graduation (or indicate non-graduate)
4. Current mailing address
5. Daytime telephone number
6. Name and address transcript is to be mailed to

A \$3 fee should be included for each transcript request.

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Request for Students After 2006:

*Gadsden City High School
1917 Black Creek Parkway
Gadsden, AL 35904*

Request Form: <http://gchs.gcs.k12.al.us/academics/request-a-transcript/>

A \$5 fee should be included for each transcript request.