



## High School Transcript / GED Request Form

### Instructions to the Student

- Complete this form and send it to your previous High School. Do not send this form to James Madison High School.
- If your previous school charges a fee to issue a transcript, please include it with this form to avoid any delays.
- If you completed Pre-Algebra, Algebra or a foreign language while attending **middle school**, please complete this form and send it to your former middle school and have them send a middle school transcript to JMHS.
- Transcripts must be received by JMHS within 90 days from the date you enrolled with James Madison High School.

Student Name: \_\_\_\_\_ JMHS Student Number: \_\_\_\_\_

Maiden Name or Name Used when Attending Previous School: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Check One:  Male  Female

Social Security Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of GED Program or Previous School: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Enrolled From: \_\_\_\_\_ to \_\_\_\_\_ School Phone: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Instructions to the Student's Previous School

- Please send an **official copy** of the student's transcript to one of the below:
  - James Madison High School – Transcript Processing  
6625 The Corners Parkway, Suite 500, Norcross, GA 30092
  - Fax: 770.729.8578
  - Email: registrar@jmhs.com
- Please include a school profile and course description, if available.
- Transcript needs to show courses taken, grades received, credits earned (or test scores if GED was awarded.)
- Please include a school profile and course description, if available.
- Transcript needs to show courses taken, grades received, credits earned (or test scores if GED was awarded) and when the student earned a diploma, if applicable.
- The student is responsible for any fees for this service.
- **Important:** Please write the JMHS student number, listed above, on the transcript or send a copy of this form with the transcript.
- If you have questions, please call the Registrar's Office at 800.224.7234.