



**Cocke County
Schools**
Moving Mountains. Achieving Success.

305 Hedrick Drive
Newport, TN 37821

(423) 623-7821 ext:2010
cockecountyschools.org

Manney Moore, Director of Schools

TRANSCRIPT INFORMATION

If requesting records to be mailed please have form notarized and forward the form to the address at the top of the page. When we receive your notarized request, we will process your request in a timely manner. No request will be processed without being notarized. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

Choose the following option that pertains to your request:

_____ Shot Record _____ College/Tech transcripts _____ Job _____ Other

_____ I want to pick the record up and will be called when it is ready.

_____ I want the record mailed TO ME at the address below.

_____ I want the record mailed to the following university, business:

FULL Name of Student (Maiden) _____

Current Complete Address _____

Student's Birthdate: _____

Social Security number: _____

Name of High School Attended: _____

Graduation Date/Last Date Attended: _____

Phone Number where you can be reached: _____

Signature of Person requesting record

Date

Notary Signature and Seal

My Commission Expires: _____