

Wayne County Public Schools

Request for Student Records

811-A Bain Street
 Goldsboro, NC 27530
 (919) 705-6090

- To receive a copy of your school records, please provide the following information.
- A \$2.00 processing fee is charged for each student record requested.
- There will be a processing period of five (5) working days.
- Mail the completed form, along with the processing charge, to the address above.

Student First Name	Student Middle Name	Student Last Name	Student (Maiden Name)

Today's Date	Student Date of Birth	Social Security No.	Daytime Phone

Requestor Current Address	City	State	Zip

Name of Last Wayne County Public School Attended	
What was the last year you were in school? (Required)	
What was the last grade you completed? (Required)	
Did You Graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Reason for Request (Please Check One)	<input type="checkbox"/> Transcript	<input type="checkbox"/> Shot Record	<input type="checkbox"/> Identification
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Record to be Mailed to:	<input type="checkbox"/> College	<input type="checkbox"/> Home	<input type="checkbox"/> Business/Agency	<input type="checkbox"/> Hold for Pickup
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Records will be sent to the address(es) specified below:

	First Address:		Second Address:
Name:			
Department:			
Address 1:			
Address 2:			
City, State, Zip:			

Relationship of Person Making Request to Student:	<input type="checkbox"/> Self	<input type="checkbox"/> Parent	<input type="checkbox"/> Legal Guardian
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Signature of Person Making Request _____

Student Records Use Only

Date Sent:	Reel Number:	Fee Collected: \$
Authorized Signature for Release of Record		

Wayne County Public Schools Records have been microfilmed in conformity with the provisions of the general Status of North Carolina, Chapter 8-45.4, "Uniform Photographic Copies of Business and Public Records as Evidence Act." Further, the student records microfilmed and copied cannot be altered or changed in any way.