

Transcript Request Form

Revised August 2022

For privacy and confidentiality, all student records are restricted to the following people:

- a) The person named in the record (if over age 18 or an emancipated minor);
- b) A parent or legal guardian of the person named in the record (if the person is under age 18 or incapacitated);
- c) incapacitated);
- d) Other parties as designated in writing by person (a or b) above;
- e) Other parties as designated by court order, subpoena, summons, or statute.

If person (a) above is deceased the following additional documentation is required. If the original documents are not available, notarized copies are acceptable. All documentation will be returned.

- a. Digital scan of the original death certificate of the deceased person;
- b. Digital scan of the original birth, baptismal, or marriage certificate proving next-of-kin status;
- c. If the requester is more than one generation removed from the person named in the record, digital scans of original death certificates must be provided for each generation.

All transcript requests should be emailed to records@archatl.com and should include a digital scan of a government issued photo ID of the requester.

Note: The Office of Archives and Records only has student transcripts for closed Catholic schools located within the Archdiocese of Atlanta. If you're looking for a transcript, no matter how old, for a student at a currently open Catholic school, you must contact that school for the transcript.

Student Information:

(This section is to be completed with information about the Catholic school for which you are requesting records.)

Name of Requester:

Requester's Relationship to Student

Full Name of Student:

(at time of attendance)

Student's Date of Birth:

Name of Catholic School Attended:

Dates of Attendance:

Signature of the Requester:

Date:

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Mailing Information:

Please let us know when submitting this form whether you prefer a digital copy (watermark) or a printed copy (raised seal).

Name, Address, Email, & Phone Number of
Person **Requesting** Transcript:

Name, Address, Email, & Phone Number of
Person or School **Receiving** Transcript (if
different than above):


