



## Student Transcript and Records Request For Beaufort High School

Records for students who attended Beaufort High School in 2009 and forward can be processed at the high school. A request must be made in writing via fax, email, USPS or by completing at Transcript Request Form at the school. Information needed to submit a request is below. *Please allow 10 working days for your request to be processed.*

Beaufort High School  
Attn: Maureen Butler  
84 Sea Island Parkway  
Beaufort, SC 29907  
(843) 322-2124 phone (843) 322-2179 fax  
[maureen.butler@beaufort.k12.sc.us](mailto:maureen.butler@beaufort.k12.sc.us)

\*\*\*Records for students who attended Beaufort High School prior to the 2008-2009 school year must be made to the Beaufort County District Office. Please call 843-322-2300 for more information or email [Carolyn.jenkins@beaufort.k12.sc.us](mailto:Carolyn.jenkins@beaufort.k12.sc.us) or fax this request to 843-322-5922. There is a \$3.00 processing fee for these requests. Please allow 10 working days for your request to be processed.

Below is the information needed to process a request: (please print clearly)

Graduation Name: \_\_\_\_\_

Graduation Year: \_\_\_\_\_ (OR) Years in attendance \_\_\_\_\_

Birthdate: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

Address of where the transcript is to be sent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check one:  Transcript  Immunization records  Other (please explain)

\*\*Official transcripts cannot be emailed

Student

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