



Student Transcripts and Records Request Beaufort High School

Records for students who attended Beaufort High School in **2016** and forward can be processed at the high school. A request must be made in writing via fax, email, USPS or by completing the Transcript Request Form at the school.

Beaufort High School
Attention: Anakarina Warner
84 Sea Island Parkway
Beaufort, SC 29907
(843) 322-2129 Phone (843) 322-2179 fax
Anakarina.warner@beaufort.k12.sc.us

****Records for students who attended Beaufort High School in the 2016-2017 School Year and prior must be made to the Beaufort County District Office. For more information, please call (843) 322-2300 or email Ms. Gray Jada.gray@beaufort.k12.sc.us Forms can be faxed to (843) 322-5434; Attention: Jada Gray or hand delivered. There is a \$3.00 processing fee for every transcript request. Please allow at least 10 working days for the transcript to be processed.*

I authorize you to furnish the requested information from my student permanent record folder to the person or organization referenced in this request:

Graduation Name (Please print): _____

Graduation Year: _____ (OR) Years in attendance: _____

Birth Date: _____ Telephone number: _____

Email Address: _____

Name and **Address** to where transcript is to be sent:

Check requesting Information:

____ Transcript ____ Immunization Records ____ Other (specify): _____

Student's Signature _____

We will accept cash or cashier check made out to Beaufort County School District, PO Drawer 309, Beaufort, SC 29901