



# AMHERST COUNTY PUBLIC SCHOOLS RECORDS REQUEST FORM

Please allow 3-5 days for record requests.

Today's Date	
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Please note: If you need a duplicate diploma, you must contact Jostens at 1-800-413-3857 ext. 50271. We are not able to assist you with those requests.

Name			
Phone #		Date of Birth	

Former Name (Maiden)		Date of Graduation or Date Last Attended	
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Records Requested:	Payment Method:
<input type="checkbox"/> Official Transcript <input type="checkbox"/> Copy of Transcript <input type="checkbox"/> GED <input type="checkbox"/> Nursing Transcript <input type="checkbox"/> Other (Please specify):	<input type="checkbox"/> Money Order (payable to ACPS) <input type="checkbox"/> Check (payable to ACPS) <input type="checkbox"/> Cash (pick up only)  The fee for Records Requests is \$3.

Processing Instructions:			
<input type="checkbox"/> Pick up:	<input type="checkbox"/> Email: To: _____ Email Address: _____	<input type="checkbox"/> Mail: _____ _____ _____ Postmark deadline:	<input type="checkbox"/> Fax: To: _____ Attn: _____ Fax #: _____ Deadline:

Authorization to release:		
Signature: _____		
Printed Name: _____		Date: _____

- Please submit the form in one of the following ways:**
1. Fax to LaTonya Lee at (434)947-1200 and/or Teresa Dix at (434)946-2263
  2. Scan and email the form to llee@amherst.k12.va.us and/or tdix@amherst.k12.va.us
  3. Mail to LaTonya Lee at Amherst Education Center and/or Teresa Dix at Amherst County High School
  4. Hand deliver to LaTonya Lee at Amherst Education Center and/or Teresa Dix at Amherst County High School

Amherst Education Center  
219 Trojan Rd.  
Madison Heights, VA 24572  
Phone: (434)528-6485

Amherst County High School  
139 Lancer Ln.  
Amherst, VA 24521  
Phone: (434)946-2815