



378 State Street, Charlotte, MI 48813
Phone (517) 541-5100 Fax: (517) 541-5105

***To request a transcript/enrollment verification please send to robinst@charlottenet.org during the school year.
During summer please request on parchment.com.***

Transcript/Records Request Form

Date of Request:


Student Name:	Maiden Name:
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Phone:	Email:
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DOB: / /	Graduation Year:	Last 4 # of SSN:
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Please Send:

 **Official Transcript**

 **Verification of Graduation**

To the Following Address:

Name of Recipient:
Company/School Name:
Email of Recipient:
Address:
City, State, Zip Code:

By signing below, you authorize Charlotte Public School to send the requested materials to the party listed above.

<u>Signature:</u>	<u>Date:</u>
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