

Records Request

Holston High School, 21308 Monroe Road, Damascus VA 24236

Office: 276-739-4006 Fax 276-475-4024

At least 1 day processing time is required. Please note that every effort will be made to fill your request in a 24 hour time period, however; certain times of the year are busier than others and may require more time to respond.

Mailed request need to be marked "Attn: Guidance Department"

Full Legal Name (Now) _____

Full Legal Name (When Enrolled) _____

Date of Birth _____ Daytime Telephone Number _____

Year of Graduation _____ "or" Non-Graduates - Last Year of Attendance _____

Type of record(s) needed:

Official Transcript Other (Please Specify) _____

Please fill out the appropriate area completely

Records Mailed to:

Place _____

Address _____

City _____ State _____ Zip _____

***Records Faxed to:* _____**

Fax Number with area code _____

Records to be Picked Up:

Please call (276) 739-4006 to arrange a time to pick up your records