



5304 Murray Lane
Brentwood, TN 37027
Phone: 615-472-4220
Fax: 615-472-4242

Brentwood High School Transcript Request

Class of 2018 and later can send transcripts to colleges by visiting Orderatranscript.com.
Earlier graduates need to submit this form to Jordan Lancaster (jordan.lancaster@wcs.edu).

PLEASE PRINT *Note: Incomplete information will delay your request. Please allow 5-7 days for processing.*

Full Name (at time of graduation): _____

Phone Number: _____

Your Email Address: _____

Recipient Name: _____

Recipient Email: _____

Recipient Address: _____
Street City State ZIP

Recipient Fax #: _____

() Graduate, Class of _____
Year

() Send an official copy of transcript.

() Send an unofficial copy of transcript.

- Test scores must be ordered online at ACT.org and Collegeboard.org. We do not send test scores.
- Immunization records must be sent by parent or health provider.

Graduate Signature _____ Date of Request: _____

You can use SchoolCashOnline to complete the \$2 payment required for your transcript.
Or send cash or a check to Brentwood High School, ATTN: Registrar.

-----Office Use only-----

Date Received:

Payment Received:

Date Sent: