



HOW TO REQUEST A TRANSCRIPT

The Museum School manages both active and inactive student records on location. The Museum School can provide a copy of a transcript, copies of the entire student records and verify a withdrawal or graduation date.

Address:

The Museum School
923 Forrest Boulevard
Decatur, Georgia 30030

Telephone Number:

(404) 289-0320

All certified/sealed student records are sent by hand-delivery or U. S. Mail. **We cannot fax student transcripts/records.** The cost is **\$3.00 per transcript for the transcript only. If a request is made for the transcript plus additional tests scores, attendance, discipline, etc., the cost will be \$10.00 per transcript.** Payments must be made by cash, check or money order; no credit or debit cards can be used for payment.

HOW TO REQUEST A TRANSCRIPT

In Person:

You may request a transcript/copy of student records during normal office hours which are 8:00 a.m. – 3:00 p.m. Monday through Friday. You will need to bring a picture ID.

There is a 3-5 business day processing time after receipt of the request.

In Writing:

Download and complete the ([Transcript Request Form](#)). If you are unable to download the request form, a written request can be mailed or emailed to our Registrar with the following information:

Student Full Name

Date of Birth

Current Grade Level or Last Year Attended

Copy of Parent/Guardian Photo ID

An Address to which the Transcript should be Mailed or Delivered

Parent/Guardian signature must appear on the transcript/records request for students under the age of 18

The completed request form and copy of picture ID can be mailed/personally delivered to the address below:

The Museum School

Attn: Registrar

923 Forrest Boulevard

Decatur, Georgia 30030

beverly.kilpatrick@themuseumschool.org

Please allow a 3-5 business days to process the request.

The Museum School does not provide GED transcripts or copies of diplomas.

A student's educational records are confidential and may only be disclosed as allowed by the Family Educational Rights and Privacy Act of 1974 (FERPA) or with the written permission of the student's parent or legal guardian, or of the student (if over 18 years of age). Student records are kept in accordance with the Georgia Records Act.