

## **Garnet Career Center Transcript Request Procedure**

Garnet Career Center follows FERPA regulations with regard to the release of student information. Students will receive one free Garnet Career Center transcript upon graduating, thereafter there will be a \$5 charge for each request.

Students requesting a transcript of their academic record must complete the following:

1. Fill out the Transcript request form. Transcript request form must be downloaded and printed off. Form MUST be signed to verify student's authorization of transcript request.
2. Scan and email to: [khaught@mail.kana.k12.wv.us](mailto:khaught@mail.kana.k12.wv.us)
3. Fax: 304-348-6198 Attn: Transcript Request
4. Or send in the mail to: Garnet Career Center Attn: Transcript Request, 422 Dickinson St., Charleston, WV 25301
5. Pay \$5.00 Transcript fee. Cash, check or money orders are accepted via mail or in person. Payments may be made by credit card online only at [bit.ly/GarnetCCStore](http://bit.ly/GarnetCCStore)

Transcripts will not be released without the \$5.00 payment and the completed and signed Transcript Request Form. Please allow 5-10 business days from receipt of signed request form for delivery of transcript.

To insure the confidentiality of student records, records will not be forwarded from the school office without a signed release from the student/graduate.

GED/TASC records/transcripts information must be obtained from the TASC office at 304-558-6315.