

Requests for Transcripts

(As of June 9, 2006)

Transcripts may be requested in person or in the form of a written request. There is a **\$3.00 processing fee** for transcripts, payable in cash or money order, made out to Battle Creek Public Schools. Payment must accompany your request. There are no fee waivers for transcripts.

All Requests Require The Following Information:

- A written request *with signature* is required with the following information:
 - ◆ Current name, address, and phone number (and other contact information as available)
 - ◆ Your full name at time of graduation
 - ◆ Birth date
 - ◆ Year you graduated
 - ◆ How you want to receive your transcripts:
 - Mail (provide return address)
 - Fax (provide fax number)
 - Pick up

It takes between 5-7 days for processing from the receipt of the request.

- ◆ ***Graduates of Central High School***

Contact the Registrar at Battle Creek Central High School. ***Signature is required.***

Registrar
Battle Creek Central High School
100 W VanBuren
Battle Creek, MI 49017
Phone:(269) 965-9575
Fax: (269) 660-5864

*E-mail: asesions@battle-creek.k12.mi.us

(*Please put **Transcript** in the Subject area.)

- ◆ ***Graduates from Springfield High School, Operation Grad,
South Hill Academy and Michigan Youth Challenge Academy (MYCA)***

Contact the Student Services office either in person, by phone, fax, or e-mail. ***Signature is required.***

Student Services
Battle Creek Public Schools
3 W. VanBuren Street
Battle Creek, MI 49017
Phone: (269) 965-9482
Fax: (269) 660-5830

*E-mail: sbrunner@battle-creek.k12.mi.us

(*Please put **Transcript** in the Subject area.)

- ***Graduates of the Battle Creek Public Schools Adult Education GED program.***
Contact Adult Education. ***Signature is required.***

Adult Education
Miller-Stone Building
77 Capital Avenue NE
Phone: (269) 965-9514
Fax: (269) 965-9545

*E-mail: sjones@battle-creek.k12.mi.us
(*Please put **Transcript** in the Subject area.)