

REQUEST FOR OFFICIAL RECORDS

Records Department - Phone: 703-924-7409 / Fax: 703-924-7487

Student records are maintained at Hayfield SS for 5 years. If it has been longer than 5 years since you last attended Hayfield, please contact: Wilton Woods Administrative Center, Records Management Center, 3701 Franconia Rd, Alexandria, VA 22310, 703-329-7666. Additional information is available on the Transcript & Records Information page located on the FCPS website at www.fcps.edu.

Please note: Students currently attending Hayfield Secondary School should work with their counselor when applying to colleges. The request form for current seniors is located on the school website at www.fcps.edu/HayfieldSS.

Name While
at Hayfield SS: _____
Last First Middle

Address: _____
Street Address City State Zip

Date of Birth: _____ FCPS Student ID# (If Known) _____

Month & Year of Graduation OR Date Last Attended Hayfield Secondary School: _____

Phone number or email (in case we have questions): _____

Transcripts cost \$5 each. Please include cash, check or money order payable to Hayfield Secondary School.

Student Signature (required): _____ Date: _____
(or Parent if former student is under 18 years of age)

Instructions:

An official transcript will be mailed to the places listed below. If mailing to a college or university with multiple campuses, please indicate the specific campus location.

To: _____ To: _____

Address: _____ Address: _____

Date Processed: _____ Payment Received: _____ By: _____