

**Dougherty County School System**  
Albany, Dougherty, Monroe , Westover High Schools and  
Isabella Complex Transcript/Records Office



**AUTHORIZATION TO RELEASE INACTIVE STUDENT RECORDS**

For DCSS Graduates or Student Over 18 Years of Age

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Maiden Name: \_\_\_\_\_

Last DCSS School Attended: \_\_\_\_\_

I authorize and request the Dougherty County School System (DCSS) to release school information, including school records pertaining to my courses, grades, attendance, any psycho-educational , social or scholastic evaluations, including special education evaluations regarding the student name above to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I verify that I am the student whose information is requested by this form and that I am 18 years of age or older. Signature authorizes release of records.

Student's signature \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT NOTE:**

Please include a copy of valid photo identification of the requesting student. The only forms of identification accepted by the Dougherty County School System Student Records Office are, any state's Department of Motor Vehicle Identification Card or Driver's License, or passport. **Request will not be processed without proper identification submitted.**