

METROPOLITAN SCHOOL DISTRICT OF WAYNE TOWNSHIP

Ben Davis High School

1200 North Girls School Road

Indianapolis, IN 46214

Phone: 317.244.7691

FAX: 317.243.5506

RECORDS REQUEST/RELEASE FORM

Name: _____ (First) (Middle) (Last) (Maiden name, if applicable)

Date of Birth: _____

Complete this section when requesting BEN DAVIS HIGH SCHOOL TRANSCRIPT

Ben Davis High School Transcript:

Please indicate any/all of the Wayne Township school(s) you attended:

- Ben Davis High School
Ben Davis Evening/Extended Day School
Ben Davis University High School
Wayne Enrichment Center (WEC)

Did you graduate?

- Yes Year of Graduation:
No Year of Withdrawal:

Note: Duplicate copies of your diploma are not available through Ben Davis High School Registrars Office. For a duplicate copy of your diploma please call Bells School Services at 317-244-2412.

GED DOCUMENTS

Indiana no longer allows testing facilities to distribute copies of GED Documents

Duplicate GED Documents for testers who tested since 1985 can be ordered through WWW.DIPLOMASENDER.COM

To order duplicate GED documents:

- 1. Go to www.diplomasender.com
2. Create account
3. Send Documents

(Employers/schools can order their own documents using an authorization number given to them by the tester)

For assistance call 317-215-7154

Number of copies requested. (Note there is a \$1.00 service fee charged for each copy.)

- I will take the transcript(s) with me
Mail my transcript(s) to:

Your signature authorizes Ben Davis High School to release the above noted school records.

Signature: _____ Date _____

For Office Use Only:

Date Completed _____ Completed by (initial) _____ Fee Collected _____