Transcription Request

Email to:

Nikole Gardner, Guidance Secretary

[nikole.gardner@gvlsd.org](mailto:nikole.gardner@gvlsd.org)

Mail to:

Greeneview High School

4710 Cottonville Rd.

Jamestown, OH 45335

Attention: Guidance Office

Fax:

937-675-2981

Include the following information with your request:

* Date
* Birth date
* Graduation date
* Name: first, middle, last (maiden if applicable)
* Address
* Telephone number (daytime)
* Signature

Include instructions:

Mail to home address

OR

Mail to the following address

Please Email, Mail or Fax your request to the addresses or number above at the Guidance Office at Greeneview High School.