

Transcript Request Form

Parents: If you are applying for a private school for your child, we are glad to support your child in this process. However these forms and paperwork are time consuming so we require the following procedures so teachers are not being impacted in writing hundreds of letters at the last minute.

Student's Name: _____ Grade _____ Date of Birth _____

Parent's Name: _____ Parent's Signature: _____

Type of Transcript Requesting: (Circle one) **Unofficial** **Official**

- *It will take 3 working days to process your request. (No request after Dec. 13, 2019 and June 5, 2020)*
- *There are NO same day transcript requests.*
- *Parents must provide a self-addressed stamped envelope for transcripts that require mailing.*
- *A signed Parental Release Form from the requesting High School must be completed*
- *A Math & English recommendation must be given directly to Ms. Amighi & Mrs. Martellaro*

Mail *Official* Transcript to:

Name of School: _____

Contact/Department: _____

Mailing Address: _____

Submit to Middle School Counselor, Amy Almany

Date Request Received: _____ **Date Request Sent:** _____