



## TRANSCRIPT REQUEST FORM FOR ALUMNI OR NON-ENROLLED STUDENTS

### PROCEDURE

1. There are two types of transcripts. Please check which type you are requesting.

[ ] **OFFICIAL TRANSCRIPT:** Bears the official raised seal of the school, and mailed directly from Teaneck High School to the institution or business. Official transcripts are generally **NOT** given directly to the former student or alumnus. However, in exceptional cases, the transcript will be given to the requesting party in a sealed envelope with a signature or stamp across the back flap.

[ ] **UNOFFICIAL TRANSCRIPT:** Does not bear the official seal or a signature from a school official. Will have a watermark across the transcript and is meant for personal or general use.

2. Return this form to the School Counseling Office along with the fee in the amount of \$5.00 per transcript request. We accept Cash, credit card or debit. To pay by credit or debit, please scan the QR Code to link to my school bucks for payment.



3. Allow 5-7 business days for processing from time of receipt.



**PERSONAL INFORMATION: (Please print all information)**

Name: \_\_\_\_\_ Year of Grad/Year Left: \_\_\_\_\_  
(at the time of graduation)

Complete current address: \_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone # \_\_\_\_\_

Email: \_\_\_\_\_

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***PRINT below the exact name and address (including email if applicable) of each institution to which the official transcript is going to:***

1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date Submitted:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

***Signature is required as authorization for Teaneck High School to release your records***