

Port Jervis Senior High School
Transcript Request

Student Directions:

1. Complete this form and give it to the Guidance Department for a copy of your high school transcript. Note: This process may take up to 2 days to complete.
2. For College Applications, The Port Jervis Senior High School Guidance Office will submit your transcript, school profile, and counselor recommendation when requested.

| Name of College/University | Address: | Fax/Phone (optional) | Graduation Date: | Official Use: | | | |
|----------------------------|----------|----------------------|------------------|----------------------|-------------------|----------|--|
| | | | | Date | Emailed or Mailed | Initials | |
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Print Name: _____ DOB: _____ Student ID# _____

Student Signature: _____ Date: _____