



GUILFORD PUBLIC SCHOOLS  
P.O. BOX 367  
GUILFORD, CT 06437  
PHONE: (203) 453-8200 FAX: (203) 453-8211

### **POSTGRADUATE TRANSCRIPT REQUEST INSTRUCTIONS**

All students requesting a TRANSCRIPT must complete and sign a POSTGRADUATE TRANSCRIPT REQUEST FORM for each request. Students over the age of 18 must sign and complete the form. Students must also provide appropriate identification. Transcripts will be handled on a first-come, first-serve basis. Turnaround time on requests can be expected within five business days. Urgent requests will be considered in view of the current workload.

**No telephone requests will be honored.**

Requests for transcripts must be accompanied by proof of identify, in addition to the required POSTGRADUATE TRANSCRIPT REQUEST FORM, and payment. Identification can be made with a photocopy of any one of the following:

- Birth Certificate
- Valid Driver's License
- CT DMV Identification Card
- Passport
- Military I.D.
- Any other legal document verifying personal identity

The cost for each *official* or *unofficial* transcript requested is **\$2.50**. Checks and Money Orders can be made payable to "Guilford Board of Education." Other charges are subject to the current established rate schedule for educational materials. Requests will not be processed until payment is received.

**Transcript requests, payment and photocopy of identification should be mailed to:**

STUDENT TRANSCRIPT REQUEST, Guilford Public Schools, P.O. Box 367, Guilford, CT 06437.

Adults presenting themselves in person must provide identification when requesting transcripts (55 Park Street, Guilford, CT).

Transcripts sent to the individual at his/her home or business address will be stamped "UNOFFICIAL."

All requests for records are subject to Board Policy 5222: Student Records; Confidentiality.

Please be advised that most post-secondary institutions require students to have their College Board scores forwarded directly from Education Testing Service to the college of their choice. This process may be accomplished by calling ETS directly. More information can be found at [www.collegeboard.org](http://www.collegeboard.org). The fee for this service will be assumed by the applicant.

If you have any questions, please email [transcripts@guilfordschools.org](mailto:transcripts@guilfordschools.org).