



GUILFORD PUBLIC SCHOOLS

P.O. BOX 367

GUILFORD, CT 06437

PHONE: (203) 453-8200

FAX: (203) 453-8211

POSTGRADUATE TRANSCRIPT REQUEST

The Guilford Public Schools has my authorization to transmit the high school transcript of:

Student's Last Name: \_\_\_\_\_ Student's First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Year Graduated: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Maiden Name (if applicable): \_\_\_\_\_

The cost for each official or unofficial transcript is \$2.50. Other charges are subject to the current established rate schedule for educational materials. Please make checks payable to: Guilford Board of Education. Transcript requests should be mailed with payment and a copy of photo I.D. to: STUDENT TRANSCRIPT REQUEST, Guilford Public Schools, P.O. Box 367, Guilford, CT 06437 or completed online.

List the Name and Address of the Recipient (i.e. college/university):

If requesting more than two transcripts, please attach a list with the names and addresses of the additional colleges and/or universities. Accuracy of the college/university address is the responsibility of the student.

Official copy to be mailed to college/university: \_\_\_\_\_ Application deadline: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Official copy to be mailed to college/university: \_\_\_\_\_ Application deadline: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Unofficial copy to be mailed to student's current address as listed below.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Students over the age of 18 must sign this request.

Student's Current Address: \_\_\_\_\_

\_\_\_\_\_

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

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

For office use only

Amount collected: \$ \_\_\_\_\_ Money Order Cash Check #: \_\_\_\_\_ Logged into Transcript Book

Date Transcript Mailed: \_\_\_\_\_ Date Transcript Picked Up: \_\_\_\_\_ Identification verified by: \_\_\_\_\_

Identification source: Driver's License Birth Certificate CT DMV I.D. Card  
Passport Military I.D. Other: \_\_\_\_\_