



NYCDOE STUDENT TRANSCRIPT REQUEST FORM UPDATED AUGUST 24, 2012

Please use blue or black ink only. Valid proof of identification will be required.¹ Please allow up to five (5) business days for processing.

Section 1: Biographical Information		
First Name	Middle Name	Last Name
Date of Birth		NYCDOE Student ID (9-digit)
Mailing Address (House Number, Street, Apartment Number)		
City	State	Zip Code
Telephone Number	Email Address	

Section 2: High School Information			
Name of Last NYC High School Attended			
School Address			
District Number	Borough	School Number	Is this school still open? Circle one. YES NO
Years of attendance	TYPE OF RECORD(S) REQUESTED (circle all applicable): TRANSCRIPT REGISTRATION		Are you a HS graduate from a NYC public school? Circle one. YES NO

Section 3: Signature	
<i>Form must be signed by an individual age 18 or older. If student is under 18 years of age, the form must be signed by the student's parent or legal guardian.</i>	
Signature	Date

¹ A family member submitting this form on a student's behalf may provide proof of relationship with the student.