

# Alumni Transcript Request Form



**Return form via mail or in person to:**

East Longmeadow High School  
Guidance Department  
180 Maple Street  
East Longmeadow, MA 01028  
413-525-5460 ext. 3

- Hours: M-F, 7:30am – 2:30pm
- \$2.00 Fee per Transcript  
Cash/Check/Money Order Only
- Official Picture ID Required
- Mailed requests should include copy of ID
- Please allow 2 (two) days for processing

***(Current Seniors should request transcripts using Naviance)***

Current Name \_\_\_\_\_  
Last First Middle Initial

Name while attending ELHS \_\_\_\_\_

Date of Birth \_\_\_\_\_

Year of Graduation or Withdrawal Date \_\_\_\_\_

Current Phone Number: ( ) \_\_\_\_\_

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 **Official Transcript(s)**, number of transcripts \_\_\_\_\_  **Unofficial** Transcript

***There is a \$2.00 fee per transcript; checks can be made payable to ELHS***

I will pick up my transcript(s) - Please allow **2** business days for processing

I would like my transcript(s) mailed to:

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

**(use space on back for additional addresses)**

I understand that a student's education records are confidential and may only be disclosed as allowed by the Family Educational Rights and Privacy Act or with the written permission of the student's parent/guardian, or of the student once the student turns 18 or attends a postsecondary school.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Request

**Office Use Only:** Payment Received \_\_\_\_\_ Date Processed \_\_\_\_\_  
Amount / Date

