

Current Student Transcript Request Form

MILLENNIUM HIGH SCHOOL
75 Broad Street, 13th Floor, New York, NY 10004



INSTRUCTIONS FOR STUDENTS: This form is for use by current MHS students to request **official** transcripts only. Official transcripts are official documents released to academic institutions and other organizations. Student transcripts are unofficial documents released to the student.

If you need a student (unofficial) transcript, do not use this form. Instead, request your parent/guardian to login to ARIS Parent Link to access your academic record.

If you need an official transcript, complete this form with all requested information. **Sign it** and put it in Betsey von Burg's mailbox in the 13th floor main office.

First Name: _____ Last Name: _____

Grade Level: _____ Email Address: _____ Advisor: _____

Official transcripts requested (quantity): _____

Check **ONE** of the following boxes:

I will mail my official transcript with my application materials to the organization/program below (A sealed envelope with your official transcript will be sent to you through your advisor. Do not break the seal on the envelope or your transcript will not be considered official by the receiving organization).

OR

Please mail my transcript **directly** to the organization/program named below (You must attach a **pre-addressed**, (44 cent) **stamped MHS envelope** -obtained in the College Office or the Main Office- to this Transcript Request Form):

① Addressed to: _____

Name of Organization/Program: _____

Street: _____

City, State, Zip: _____

② Addressed to: _____

Name of Organization/Program: _____

Street: _____

City, State, Zip: _____

③ Addressed to: _____

Name of Organization/Program: _____

Street: _____

City, State, Zip: _____

④ Addressed to: _____

Name of Organization/Program: _____

Street: _____

City, State, Zip: _____

Student Signature: _____ **Date:** _____

OFFICIAL USE: RECEIVED _____ PROCESSED _____ by _____
