

# 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 13<sup>th</sup> floor main office. 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.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Advisor: \_\_\_\_\_

Official transcripts requested (quantity): \_\_\_\_\_

Please prepare my Millennium High School transcript for:

❶ Addressed to: \_\_\_\_\_

Name of Organization/Program: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

❷ Addressed to: \_\_\_\_\_

Name of Organization/Program: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

❸ Addressed to: \_\_\_\_\_

Name of Organization/Program: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

❹ Addressed to: \_\_\_\_\_

Name of Organization/Program: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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

OFFICIAL USE: RECEIVED \_\_\_\_\_ PROCESSED \_\_\_\_\_ by \_\_\_\_\_