

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. Complete this form with all requested information. Sign it and put it in the Assistant Principal's mailbox in the 13th floor main office. The document(s) will be sent to you through your advisor.

- Official transcripts are official documents released to academic institutions and other organizations.
- Student transcripts are unofficial documents released to the student.

First Name: _____ Last Name: _____

Grade Level: _____ Email Address: _____ Advisor: _____

Transcripts requested (quantity): _____

Check **ONE** of the following boxes:

I am requesting an official transcript, delivered to me by my advisor, that I will send with my application materials to the organization/program(s) below. I realize that if I break the seal on the envelope or my transcript will not be considered official by the receiving organization.

OR

Please mail my official transcript directly to the organization/program below. The due date is _____ (immediate processing cannot be guaranteed.):

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: _____

Signature: _____ Date: _____

OFFICIAL USE: RECEIVED _____ PROCESSED _____ by _____