

**Current Student
Transcript Request Form –
REMOTE LEARNING**

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 transcripts during REMOTE LEARNING. Complete this form with all requested information and signatures. Email to Assistant Principal Maggie Richardson at mgeiger@millenniumhs.org.

- Official transcripts are official documents released to academic institutions and other organizations.
 - Official transcripts are not available during Remote Learning. Colleges and universities will accept unofficial transcripts when emailed directly from the school.
- Student transcripts are unofficial documents released to the student for College Now applications.

First Name:

Last Name:

Grade Level:

Email Address:

Transcripts requested (quantity):

❶ Name of Organization/Program/Academic Institution:

Name of Recipient:

Email Address of Recipient:

Due Date:

Additional Information (Application number, etc.):

❷ Name of Organization/Program/Academic Institution:

Name of Recipient:

Email Address of Recipient:

Due Date:

Additional Information (Application number, etc.):

❸ Name of Organization/Program/Academic Institution:

Name of Recipient:

Email Address of Recipient:

Due Date:

Additional Information (Application number, etc.):

STUDENT Signature: _____ **Date:** _____

Typing your name will serve as you signature if you are unable to print and sign.

OFFICIAL USE: RECEIVED _____ PROCESSED _____ by _____