



Transcript Requests

If you are a graduate of:

**John Jay High School
Cross River, New York**

and are requesting a transcript, the following information is required:

- First and Last Name (at time of graduation)
- The year you graduated
- The name and address or email address of where you would like your transcript mailed/emailed
- NOTE: If you would like your transcript mailed to your home, please indicate if you need an official (signed, stamped and sealed) or unofficial transcript.

Please email your request to: Mrs. Theresa McAvey @ tmcavey@klschools.org

or telephone: (914) 763-7227