



TRANSCRIPT REQUEST FORM

Pearl River High School will only send official transcripts directly to institutions. Requests for personal reference will be unofficial copies. Completed forms can be emailed to **guidance@pearlriver.org**, faxed to **(845) 620-3904** or mailed to **275 East Central Avenue, Pearl River, New York 10965, Attn: Guidance Department**. Please allow 7-10 business days for processing.

First Name			
Last Name			
Former/Maiden Name (if applicable)			
Address			
Telephone		Date of Birth	
Email		Year of Graduation	
Additional helpful information			

Request for Unofficial Transcript

Please check here if you require an unofficial transcript to be sent to you at the address above.

Request for Official Transcript

If you require more transcripts, please complete additional forms.

Institution Name		Institution Name	
Institution Address		Institution Address	

Institution Name		Institution Name	
Institution Address		Institution Address	

Signature		Date	
------------------	--	-------------	--

For Office Use:
<input type="checkbox"/> Official
<input type="checkbox"/> Unofficial
Date sent: _____