



**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 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	

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