



Bayside High School

32-24 Corporal Kennedy Street, Bayside, New York 11361 Telephone (718) 229-7600

Michael Athy, Principal

To: Former Bayside High School Student
From: Records Office
Re: Transcript Request

If you are seeking records, transcripts, or verification of graduation, please complete the form below. Indicate exactly where you would like the information sent. There is a \$5.00 fee for each record you request. The only acceptable forms of payment are either cash or money order made payable to Bayside High School. Mail your request to the school at 32-24 Corporal Kennedy Street; Bayside, New York 11361; Attention: Records.

Please Print

Name: _____ **Date:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone #: _____

Name if different while attending Bayside High School (i.e., Maiden Name): _____

Date of Birth: _____ **Date of Graduation:** _____

Date(s) of Attendance if you did not graduate: _____

Please state exactly what information you want: _____

For an Official Transcript:

To: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Signature: _____

