

# William Cullen Bryant High School

"The Relentless Quest for Excellence"

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## TRANSCRIPT/RECORDS REQUEST FORM

ONLY THE FORMER STUDENT CAN AUTHORIZE THE  
RELEASE OF A TRANSCRIPT OR RECORDS.

**Mail** this form to Bryant High School, Attention Records Office.

**TRANSCRIPTS/RECORDS ARE NOT ISSUED AS A WALK-IN SERVICE. PLEASE DO NOT  
DROP OFF OR FAX YOUR REQUEST.**

**PLEASE ALLOW UP TO FOUR WEEKS FOR PROCESSING. MOST REQUESTS ARE  
PROCESSED WITHIN TWO WEEKS.**

Document Requested (please check):

\_\_\_\_\_ Official Transcript (sent only to colleges, employers or official agencies)

\_\_\_\_\_ Unofficial Transcript (sent to student)

\_\_\_\_\_ Letter of Graduation

\_\_\_\_\_ Immunization Record

\_\_\_\_\_ Deferred Action Request

**PLEASE PRINT CLEARLY THE FOLLOWING INFORMATION:**

Your **name while attending** W. C. Bryant High School: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Year of graduation/discharge: \_\_\_\_\_ Phone # \_\_\_\_\_  
(circle one)

**Mail transcript or letter to:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Your signature is required to process your request.**