Bayside High School

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

T. Martinez, 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. Please note that it is not possible to replace a lost diploma. Please mail your request to the school at 32-24 Corporal Kennedy Street. Bayside, NY 11361;

Attention: Records. Please allow 7-10 days for processing.

## Please Print

Full Name: Full Name of Student if different when attending school: Date/Year Graduation or Discharge: Date of Birth:

Telephone Number: Student Email: Student Signature:

## Please mark an (X) for the document being requested and note the cost for each:

Mailed ONLY to Colleges Universities or Employers directly

 OFFICIAL TRANSCRIPT

*An official transcript bears the seal of the school and an authorized signature*

Name of College/Employer:

Address of College/Employer:

College/Employer Email address:

Use the back of this form for additional Colleges/Universities/Employers Mailed directly to student’s address:

 GRADUATION LETTER

 UNOFFICIAL TRANSCRIPT - STUDENT COPY

Student Address: