

HANOVER PARK HIGH SCHOOL
GRADUATE/FORMER STUDENT TRANSCRIPT REQUEST FORM
 63 Mt. Pleasant Avenue ♦ East Hanover, New Jersey 07936 ♦ 973-887-8137

IMPORTANT:

- Please allow 2-5 days for your transcript to be processed.
- Upon completion, mail this form to the Counseling Department or submit it via fax, 973-887-0268.
- All transcript requests must be done in writing.

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 The following information is **REQUIRED** in order to facilitate the processing of your transcript. **PLEASE PRINT!**

☐ **HPHS Graduate Class of** _____

STUDENT INFORMATION (while at HPHS)

Last Name (Maiden): _____ First Name: _____

Street Address: _____ City/Town/Zip: _____

CURRENT CONTACT INFORMATION (if different from the above):

Last Name: _____ First Name: _____

Street Address: _____ City/Town/Zip: _____

Phone Number: _____

*I authorize Hanover Park High School to release my transcript information to the party(ies) listed below.

Signature

Date

Please check the <u>reason</u> for your transcript request.	Write the <u>name and address</u> of the school, business, or individual you would like your transcript to be issued to.	<u>FOR COUNSELING USE ONLY</u>
Date: _____ Requested for... <input type="checkbox"/> Summer program <input type="checkbox"/> College <input type="checkbox"/> Scholarship <input type="checkbox"/> Employer <input type="checkbox"/> Personal Records	_____ _____ _____ _____	<input type="checkbox"/> Official Transcript <input type="checkbox"/> Unofficial Transcript <input type="checkbox"/> Sealed Envelope <input type="checkbox"/> Issued to Student: _____ <input type="checkbox"/> Mailed: _____ <input type="checkbox"/> Faxed: _____
Date: _____ Requested for... <input type="checkbox"/> Summer Program <input type="checkbox"/> College <input type="checkbox"/> Scholarship <input type="checkbox"/> Employer <input type="checkbox"/> Personal Records	_____ _____ _____ _____	<input type="checkbox"/> Official Transcript <input type="checkbox"/> Unofficial Transcript <input type="checkbox"/> Sealed Envelope <input type="checkbox"/> Issued to Student: _____ <input type="checkbox"/> Mailed: _____ <input type="checkbox"/> Faxed: _____
Date: _____ Requested for... <input type="checkbox"/> Summer Program <input type="checkbox"/> College <input type="checkbox"/> Scholarship <input type="checkbox"/> Employer <input type="checkbox"/> Personal Records	_____ _____ _____ _____	<input type="checkbox"/> Official Transcript <input type="checkbox"/> Unofficial Transcript <input type="checkbox"/> Sealed Envelope <input type="checkbox"/> Issued to Student: _____ <input type="checkbox"/> Mailed: _____ <input type="checkbox"/> Faxed: _____
Date: _____ Requested for... <input type="checkbox"/> Summer Program <input type="checkbox"/> College <input type="checkbox"/> Scholarship <input type="checkbox"/> Employer <input type="checkbox"/> Personal Records	_____ _____ _____ _____	<input type="checkbox"/> Official Transcript <input type="checkbox"/> Unofficial Transcript <input type="checkbox"/> Sealed Envelope <input type="checkbox"/> Issued to Student: _____ <input type="checkbox"/> Mailed: _____ <input type="checkbox"/> Faxed: _____