



The Clinton School

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Jonathan Levin, Principal
Cheryl Goett, Assistant Principal

Current Student

Transcript Request Form

INSTRUCTIONS FOR STUDENTS: This form is for use by **current** Clinton students to request official or unofficial transcripts. **Official transcripts** are official documents released to academic institutions and other organizations. **Student transcripts** are unofficial documents released to the student.

If you need a transcript, complete this form with all requested information. ***Sign it*** and put it in your counselor's mailbox in the 3rd floor Main Office or outside his/her office door. A sealed envelope with your official transcript will be sent to you through your Advisory class teacher. Do not break the seal on the envelope or your transcript will not be considered official by the receiving organization. If you are requesting a student/unofficial transcript, it will not be sealed.

Date of Request: _____

First Name : _____ Last Name: _____

Grade Level: _____ Email Address: _____ Advisor: _____

The reason I am requesting this transcript: _____

Check **ONE** of the following boxes:

- I am requesting an **unofficial transcript**
- I will mail or bring** my official transcript with my application materials to the organization/program listed below.
- Please mail** my transcript directly to the organization/program listed below (make sure you **provide a Forever Stamp** with this form)

Addressed to: _____

Name of Organization/Program: _____

Street: _____

City, State, Zip : _____

- Please email** my transcript directly to the email listed at the organization/program listed below.

Addressed to: _____

Name of Organization/Program: _____

Email address: _____