

BHSEC ALUMNI

HIGH SCHOOL TRANSCRIPT REQUEST FORM

DO NOT USE THIS FORM BEFORE READING THIS IMPORTANT NOTE:

The HS transcript is only required on rare occasions. When a college asks for a final transcript, they usually mean the COLLEGE transcript so please **do not use this form** unless your school specifically requests the HS transcript.

Submit this completed form to the appropriate school:

Manhattan campus:
Bard High School Early College
525 East Houston Street
New York, NY 10002
Phone: 212-995-8479 Ext. 2221

Queens campus:
Bard High School Early College Queens
30-20 Thomson Avenue – 6th Floor
LIC, NY 11101
Phone: 718-361-3133

By Fax:

Attention: Registrar
212-777-4702
Allow 1-2 weeks for processing.

By Fax:

Attention: Registrar
718-361-6742
Allow 1-2 weeks for processing.

Please Print Clearly

Last Name: _____ First Name: _____

Street _____ Apt# _____

City _____ State _____ Zip _____

Date of Birth _____

Phone where you can be reached: _____

E-Mail: _____

Student Signature: _____

Print Clearly the complete name and address of the admissions office or registrar of the institution you will be attending:

(Complete Name of Institution)

(Street Address of the Office of Admission)

_____ (City) _____ (State) _____ (Zip Code)