

DATE _____

NEWBURYPORT HIGH SCHOOL RECORD RELEASE

PLEASE PRINT

STUDENT NAME _____

DATE OF BIRTH _____ DATE OF GRADUATION _____

There is a \$2.00 charge per transcript – make checks payable to Newburyport High School for the proper amount.

PLEASE SEND TRANSCRIPT TO:

WHERE _____

STREET _____

CITY, STATE, ZIP _____

ADDITIONAL TRANSCRIPTS:

WHERE _____

STREET _____

CITY, STATE, ZIP _____

WHERE _____

STREET _____

CITY, STATE, ZIP _____

STUDENT SIGNATURE _____

PARENT/STUDENT REQUESTING SEALED OFFICIAL TRANSCRIPT

OF COPIES TO BE PICKED UP _____ (Please note parents may only pick up one copy)

PARENT/STUDENT SIGNATURE _____

NOTE: 1) Your parent may not release your transcript after you turn 18
2) Recipients may not consider a transcript “official” unless mailed directly from Newburyport High School

Minimum processing time is three (3) regular school days, from receipt of request and payment. In the summer processing time is three (3) business days. Processing time is subject to change.