North Middlesex Regional High School
Guidance Department
19 Main Street
Townsend, MA 01469
(978) 597-8196 Fax# (978) 597-3180
E-mail: guidance@nmrsd.org

ALUMNI TRANSCRIPT REQUEST

Requests are usually processed and your transcript sent in one to two business days. However, at certain times of the year there may be a slight delay due to the heavy volume of requests.

Please fill in ALL information completely. A signature is required. After completing the request, you can either: mail it, fax it, drop it off or scan it back into your computer and e-mail it to the guidance office.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present Name:</td>
<td>Former Name:</td>
</tr>
<tr>
<td>Current Address:</td>
<td></td>
</tr>
<tr>
<td>Graduation Date:</td>
<td></td>
</tr>
</tbody>
</table>

SIGNATURE __________________________________________

Check boxes that apply:

- [ ] Mail to School/Job or Name: _________________________________
  Address: _____________________________________________________
  City: __________________ State: _______ Zip: _________

- [ ] Fax to ____________________________________________________
  Fax number MUST be provided. Most schools do NOT accept faxed transcripts as official.

- [ ] E-mail to __________________________________________________

- [ ] Hold for personal pick-up – Phone number to call when transcript is ready for pickup:
  _____________________________________________________________

Complete the following if someone besides yourself will PICK UP your transcript:

I authorize NMRHS to release my transcript to: _________________________________

Signature _______________________________ Date ______________________________

*Office Use Only [ ] E-mailed
[ ] Faxed [ ] Mailed [ ] Pickup
Date: _______________________________