

North Middlesex Regional High School

Guidance Department
19 Main Street
Townsend, MA 01469
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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.

Date:		Date of Birth:	
Present Name:		Former Name:	
Current Address:			
Graduation Date:			

SIGNATURE _____

Check boxes that apply: <input type="checkbox"/> Mail to School/Job or Name: _____ Address: _____ City: _____ State: _____ Zip: _____ <input type="checkbox"/> Fax to _____ Fax number MUST be provided. Most schools do NOT accept faxed transcripts as official. <input type="checkbox"/> E-mail to _____ <input type="checkbox"/> Hold for personal pick-up – Phone number to call when transcript is ready for pickup: _____
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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 <input type="checkbox"/> E-mailed <input type="checkbox"/> Faxed <input type="checkbox"/> Mailed <input type="checkbox"/> Pickup Date: _____
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