

# Morristown High School

50 Early Street, Morristown, NJ 07960-3898  
Telephone: 973-292-2000 ext. 2130; Fax: 973-387-7666  
<http://www.morristownhighschool.org>



Dept. of School Counseling and Guidance Services

## Graduate/Alumni Transcript Request

**Please note that there is a \$5.00 fee for each transcript requested. Payment, in the form of CASH or MONEY ORDER, should be sent in advance to:**

Guidance Department - Morristown High School  
50 Early Street Morristown, NJ 07960 Attn: Ms. Ardila

*Transcript request(s) will not be processed until payment is received.*

*Please complete and fax this form to the MHS Department of School Counseling and Guidance Services at 973-387-7666. All information is required. Please allow **10 school days** for processing the transcript. If preferred, pick-up is available. Please call 973-292-2000, ext. 2130 once this form has been faxed to make arrangements.*

### PLEASE PRINT

NAME: \_\_\_\_\_

NAME AS IT APPEARS ON TRANSCRIPT (if different from above): \_\_\_\_\_

DID YOU GRADUATE FROM AN OUT-OF-DISTRICT SCHOOL?      YES \_\_\_\_\_ NO \_\_\_\_\_

YEAR OF GRADUATION or DATES OF ATTENDANCE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

PHONE NUMBER: (     ) \_\_\_\_\_

### PLEASE FORWARD TRANSCRIPT TO:

(Please include the name and complete address of the school or person where you wish the transcript to be forwarded).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I HEREBY AUTHORIZE MORRISTOWN HIGH SCHOOL TO RELEASE SCHOOL DATA, INCLUDING IDENTIFYING INFORMATION, GRADE RECORDS, CLASS STANDINGS, AND TEST DATA.