



Request for Student Records

Email Completed Form to wphsrecords@wpcsd.k12.ny.us

To request a transcript for a college or university do not use this form, please use the following link to enter your request via Parchment. Parchment is now used by all colleges and universities as their secure delivery method:

<https://www.parchment.com/u/registration/18407/account>

Name _____
(Please print your name as it appeared in high school)

Date of Birth: _____

Email Address: _____

Telephone Number: _____

Did you Graduate: _____

Year of Graduation or last year attended in White Plains: _____

Last School Attended in White Plains: _____

Please note: If you are in need of a copy of your diploma, unfortunately we cannot provide that. We can, however, provide an official graduation verification letter.

PLEASE PLACE AN "X" NEXT TO THE DOCUMENT YOU NEED:	
<input type="checkbox"/>	Immunization Records (subject to availability)
<input type="checkbox"/>	Enrollment History for Immigration/ DACA
<input type="checkbox"/>	Official Graduation Verification Letter (In lieu of Diploma)
<input type="checkbox"/>	Other (Please list)
<input type="checkbox"/>	Un-Official Transcript

Mailing Address: _____

Signature _____

You will receive a confirmation email within 3 business days confirming receipt of request or confirmation of processing.