



Nonnewaug High School

5 Minortown Road

Woodbury, CT 06798

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TRANSCRIPT REQUEST - GRADUATED STUDENTS

Please complete this form to request a copy of your transcript. If you are requesting an **OFFICIAL hard copy** to be picked up or mailed, send or bring this completed form with payment to the Nonnewaug School Counseling Office, 5 Minortown Road, Woodbury, CT 06798. There is a \$2.00 fee per transcript for all **OFFICIAL** transcripts. Make checks payable to Region 14. Requests will be processed after payment is received. Please allow 24-48 hours for requests to be processed. If you plan to pick up your transcript, please contact 203-263-0253 to schedule an appointment – 24 hours advanced notice is required.

UNOFFICIAL transcripts can be emailed or faxed. To request an UNOFFICIAL transcript email this completed form to dlicata@ctreg14.org or fax to 203-263-6928. No fee is required for unofficial transcript requests.

***Please indicate the type of transcript you are requesting:**

- Official (hard copy/mailed)
- Unofficial (emailed/faxed)

Please print neatly:

FULL NAME at the time of attendance:

Please send my transcript to: (Include Individual or School Name and Email or Street Address):

Year of Graduation: _____ Date of Birth: _____

Please provide your current name and contact information (phone/email) should we need to reach you:

Signature: _____ Date: _____