



Hendrick Hudson High School
2166 Albany Post Road Montrose, NY 10548

Guidance Department

Phone: (914) 257-5867

Fax: (914) 257-5861

Request for Transcript Form

Students Who Graduated From or Previously Attended Hendrick Hudson

Hendrick Hudson School District does not keep copies of diplomas, only transcripts. Transcripts shows the grades you have achieved as proof of graduation. The transcript is marked "graduated."

A transcript request **must** be in writing. You can send your request by **faxing** this form to 914.257.5861-Attn: Guidance, or by **e-mailing** the below information to: donna.raitano@henhudschools.org.

If you are **e-mailing** your request, please indicate "Transcript Request" in the subject line of the email.

Please Note: By law and because of identity theft, we cannot send an "Official Copy" (officially sealed stamped transcript) directly to an individual. An official transcript can only be mailed via post office to a place of employment, college or military (no email, no fax). Colleges require an "official" copy for admission. An official copy has a raised seal, dated guidance counselor signature, and a special signed envelope.

However, an "unofficial" copy (which will be stamped "unofficial") can be sent to you.

Please Print

Last (Maiden) Name, First Name Date of Birth YEAR of GRADUATION

☐ Send an OFFICIAL copy to:	☐ Send or ☐ FAX an UNOFFICIAL to:
Name (admissions etc.)	
School, college, agency, etc.	
Street address	
Town, State Zip	

☐ Send an OFFICIAL copy to:	☐ Send or ☐ FAX an UNOFFICIAL to:
Name (admissions etc.)	
School, college, agency, etc.	
Street address	
Town, State Zip	

☐	Send an OFFICIAL copy to:	☐	Send or	☐	FAX an UNOFFICIAL to:
Name (admissions etc.)					
School, college, agency, etc.					
Street address					
Town, State Zip					

A transcript will be sent out within 24-48 hours on receipt of this form. There is no fee for this service.

Please sign and date transcript request: _____ Date: _____

Phone Number: _____