

Final High School Transcript Request

All students are required to submit a final high school transcript or proof of graduation prior to attending classes. Please complete this form and bring it to your high school guidance office so they can send your official transcript to us.

Student Name: _____

Date of Birth: _____ Graduation Date: _____

I hereby request the release of my final high school transcript.

Student Signature

Date

Guidance Office: Please make sure the final high school transcript includes the graduation date, is signed and dated. We also ask that you include size and class rank when applicable. If you have any questions or are unable to provide a transcript please feel free and call us at 914-251-6300.

Transcripts can be submitted by mail, fax or electronically through Parchment or The Common Application.

Office of Admissions
Purchase College, SUNY
735 Anderson Hill Road
Purchase, NY 10577
(f) 914-251-6314