SCS
SMITHTOWN
CHRISTIAN SCHOOL

OFFICE USE ONLY

Date Received: _____

Date Issued to Student: _____

Transcript Request Form for Current Students

Student's Name: _____ Phone Number: _____

Date: _____ Grade: _____Date of Graduation:_____

Student Signature: _____
(18 or older)

Parent Signature (if needed):
_____

Type of Transcript Requested Official _____ (qty) Unofficial _____ (qty)

The Guidance Office will provide up to 15 official/unofficial transcripts to students during their senior year. Additional transcripts will be available at a cost of $2.00 per transcript. Please allow 7-10 business days to process all requests.

Information to be released:

❑Official transcript of grades

***The Law does not allow for parents of students who are older than 18, including alumni students who are currently out-of-state, to request transcripts on behalf of their students. HOWEVER, SOMEONE OTHER THAN YOURSELF MAY PICK UP YOUR TRANSCRIPT PROVIDED THAT YOU GIVE THE INDIVIDUAL WRITTEN AUTHORIZATION. Students who are under the age of 18 must have their parent or guardian's signature on transcript requests.**