

WORCESTER PUBLIC SCHOOLS ALUMNI TRANSCRIPT REQUEST FORM

- ❖ Transcripts are issued only upon written request by the alumni.
- ❖ An "official" transcript is mailed directly to the institution, agency or employer designated by the alumni and bears the impression of the respective high school seal.
- ❖ An "unofficial" transcript can be sent directly to the alumni/student upon written request. An unofficial transcript does not have the respective school seal.
- ❖ The fee for each transcript request processed is \$3.00 and payable by cash or money order. Personal checks are not accepted.

Today's Date: _____/_____/_____

Date of Birth: _____/_____/_____

Name: _____

First
Middle
Last

Maiden Name: _____ Year of Graduation: _____
OR

Telephone Number: _____ Dates of Attendance : _____

Email: _____@_____

I would like a copy of my High School Transcript sent to the following address:

Name of School/Employer/Agency/etc.

Number **Street**

City **State** **Zip Code**

Signature: _____

Please Circle Which Transcript You Are Requesting: **Official Transcript** **Unofficial Transcript**

Please fill out the form and mail to the school last attended:

Burncoat High School Transcript Request 179 Burncoat Street Worcester, MA 01606 Phone: 508-799-3300 Fax: 508-799-8206	Claremont Academy Transcript Request 15 Claremont Street Worcester, MA 01610 Phone: 508-799-8157 Fax: 508-799-8202	Doherty High School Transcript Request 299 Highland Street Worcester, MA 01602 Phone: 508-799-3277 Fax: 508-799-3276	North High School Transcript Request 140 Harrington Way Worcester, MA 01604 Phone: 508-799-3370 Fax: 508-799-8252
South High Community School Transcript Request 170 Apricot Street Worcester, MA 01603 Phone: 508-799-3331 Fax: 508-799-8242	University Park School Transcript Request 12 Freeland Street Worcester, MA 01603 Phone: 508-799-3591 Fax: 508-799-8159	Worcester Technical HS Transcript Request 1 Skyline Drive Worcester, MA 01605 Phone: 508-751-7577 Fax: 508-799-1933	Mail Transcript Request to the proper school. Please be sure to sign and include the \$3 fee.