



HIGH SCHOOL OF ART AND DESIGN

245 East 56th Street, New York, NY 10022

212-752-4340 – fax 212-752-4945

www.artanddesignhs.org

TRANSCRIPT REQUEST FORM

ONLY THE FORMER STUDENT CAN REQUEST A TRANSCRIPT.

Transcripts are not issued as a walk-in service. Please allow up to 3 to 4 weeks for your request to be processed.

Two types of transcripts are available – official and unofficial (also known as a student copy). **Official** transcripts are sent directly to colleges. In some special circumstances, an official transcript will be provided to you in a sealed envelope that should only be opened by the intended recipient.

Circle the type of transcript you are requesting and fax or mail to the above address

official transcript

unofficial transcript

Please specify below if you are requesting something other than a transcript:

PLEASE PRINT CLEARLY THE FOLLOWING INFORMATION

Your **name while attending** High School of Art and Design: _____

Date of birth: _____ Year of graduation/discharge: _____

Your phone number: _____

Name (of institution) and address where the transcript is to be mailed:

YOU MUST PROVIDE THE COMPLETE MAILING ADDRESS

Signature _____

Date _____

Your signature is required to process this request.