

# Morristown High School

50 Early Street, Morristown, NJ 07960-3898  
Telephone: 973-292-2000 ext. 2130; Fax: 973-292-2129  
<http://www.morristownhighschool.org>



Dept. of School Counseling and Guidance Services

## Graduate/Alumni Transcript Request

*Please complete and fax this form to the MHS Department of School Counseling and Guidance Services at 973-292-2129. All information is required. Please allow **10 school days** for processing the transcript. If preferred, pick-up is available. Please call 973-292-2000, ext. 2130 once this form has been faxed to make arrangements.*

### PLEASE PRINT

NAME: \_\_\_\_\_

NAME AS IT APPEARS ON TRANSCRIPT (if different from above): \_\_\_\_\_

DID YOU GRADUATE FROM AN OUT-OF-DISTRICT SCHOOL?      YES \_\_\_\_\_ NO \_\_\_\_\_

YEAR OF GRADUATION or DATES OF ATTENDANCE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

### PLEASE FORWARD TRANSCRIPT TO:

(Please include the name and complete address of the school or person where you wish the transcript to be forwarded).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I HEREBY AUTHORIZE MORRISTOWN HIGH SCHOOL TO RELEASE SCHOOL DATA, INCLUDING IDENTIFYING INFORMATION, GRADE RECORDS, CLASS STANDINGS, AND TEST DATA.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_