

KING PHILIP REGIONAL HIGH SCHOOL

Transcript Request Form

PLEASE ALLOW FIVE SCHOOL DAYS FOR PROCESSING

Please submit this form to the guidance secretary. It may be dropped off, faxed to 508-384-1018 or emailed to, Lisa Gannon, at gannonl@kingphilip.org

By signing below I hereby authorize King Philip Regional High school to forward my high school transcript to the school(s) or organizations listed below.

Student Name (Please Print – include maiden name or name change)

Date of Birth

Year of Graduation

Signature

Date

OFFICIAL TRANSCRIPT – Transcript is officially stamped and contains school seal. Most official transcripts are mailed directly from the guidance office to a school/organization. If you want your transcript mailed to a school/organization, please complete the section below.

UNOFFICIAL TRANSCRIPT – Transcript is stamped “COPY”, does not have official stamp or school seal and may be hand carried or mailed.

RMV DOCUMENTS – The Registry of Motor Vehicles requires two proofs of residency: a Official Transcript and a Student Letter of Residency. Both items will be provided. Please provide your address below so that we may verify in our records system.

Check all that apply:

____ **Official Transcript**
____ **Unofficial Transcript**
____ **RMV Documents**

____ **Amount needed**
____ **Amount needed**

Destination of Transcript - Please print clearly

School/Organization _____
Address _____
Street Town State Zip

School/Organization _____
Address _____
Street Town State Zip

School/Organization _____
Address _____
Street Town State Zip

School/Organization _____
Address _____
Street Town State Zip

RMV Documents - Home Address Verification:

Address _____
Street Town State Zip

For Office Use Only

Date Mailed/Delivered

Initials