**Records Request**

You can use this form to request transcripts, graduation verification, or other school records. Please fill out ”special information: if you have specific instructions. Please allow 48 hours for routine requests. If you have any questions about filling out this form, please call or email Mrs. Miller at 607-844-6315 or [cmiller@gjrmail.com](mailto:cmiller@gjrmail.com).

**Official Transcripts vs. Unofficial Transcripts**

Unofficial Transcripts – may be released to the person whom the transcript belongs. It is for personal use.

Official Transcript \_ will be mailed directly to the requesting institution.

\*Required

**NAME**\*

Please enter the name you had when you were in high school (First and Last)

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**Your Contact Information**\*

Phone Number and Email

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**Date of Birth**\*

(Month/Day/Year)

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**Year of Graduation or last Year Attended**\*

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**What record are you requesting?**\*

O Transcript

O Graduation verification

O Immunization

O Other School records such as IEP or other testing ( please include in special information”

**Where would you like your record sent?\***

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**Special Information**

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**Do you require a confirmation e-mail or call?\***

O YES

O NO

SUBMIT