

BALDWINSVILLE CENTRAL SCHOOL DISTRICT

Baldwinsville, New York 13027

TRANSCRIPT/REPORT CARD REQUEST FORM

HOW TO REQUEST A TRANSCRIPT or REPORT CARD:

- ❖ **Mail or submit in-person requests to *the appropriate contact in each school building:***
 - Baker High School c/o Diana Alfonso, Registrar, 638-6006
 - Durgee J. High School c/o Christy Knaul, Guidance Secretary, 638-6088
 - Ray Middle School c/o Carolyn Rowland, Guidance Secretary, 638-6114
 - Elden Elementary School c/o Michelle Newvine, 638-6118
 - Van Buren Elementary School c/o Deanna Gelfuso, 638-6121
 - Reynolds Elementary School c/o Jill Doerger, 638-6124
 - McNamara Elementary School c/o Karen Szakaly, 638-6130
 - Palmer Elementary School c/o Bridget Theobald, 638-6127
- ❖ **For mailings, please include a stamped envelope with the address for each institution or location you are requesting documents be sent**
- ❖ **For in-person retrieval of report cards, please call ahead for expedited processing**
- ❖ **A parent's (current students in grades K-12) or graduate's signature (is required)**
 - Requests are processed within 1-2 business days upon receipt.
 - Official Transcripts normally take between 7 to 14 days to arrive at the institution/destination. *(Please plan accordingly)*

PLEASE PRINT CLEARLY!

Today's Date: ____ / ____ / ____

Student Last Name _____ Student First Name _____ Middle Initial ____

Guardian or Graduate Signature _____ Student D.O.B. ____ / ____ / ____

Former Name: (If applicable) _____

Year Graduated or Current Grade-level: _____ **(OR)** Year Left School: _____

Daytime Phone Number: _____ Email address: _____

Please note that all *transcript and report card* requests *need a signature* before the school district can release the requested information.

A transcript mailed to a home address or picked up in person will be marked/stamped/processed as an "Unofficial" transcript.

When requesting documents using this form, only one student per form. Families with multiple district students must complete one form for each student and then submit the form to the appropriate school building that each student attends.

For Internal Use Only:

Date received: _____ Date mailed or released: _____