



Rice High School

74 West 124th Street ■ New York, New York 10027-5696
(212) 369 – 4100 ■ Fax (212) 348 – 4631 ■ www.ricehighschool.com
Accredited by: Middle States Association of Colleges and Schools

HIGH SCHOOL TRANSCRIPT REQUEST FORM

Today's Date: _____

Name student used while in school:

Last	First	Middle
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Date of Birth: Month _____ Day _____ Year _____

Last Year of Attendance: _____ Did Student Graduate? () Yes () No

Address where transcript is to be mailed: _____

Number of copies sent: _____

Number where you can be reached: _____

Student Signature

Date

Fax Request form to: 212-369-5408

OR

Email as attachment to: wcrawford@ricehighschool.com

PLEASE KEEP IN MIND THAT IT WILL TAKE 5 BUSINESS DAYS FOR THE REGISTRAR TO PROCESS THIS REQUEST. AFTER 2 WEEKS PLEASE CONTACT THE INSTITUTION YOU ARE REQUESTING THE TRANSCRIPT BE SENT TO FOR FURTHER INFO.