

Transcript Request Form

This form is to be used by current students and alumni of Boquet Valley Central School. For alumni and former students of Westport Central School or Elizabethtown-Lewis Central School, you may obtain an official copy of your transcript (academic record) once a written request has been received.

Per FERPA law, phone and email requests are **not** acceptable as they do not include original signatures. In addition, once a student has turned 18, only the student can request copies of their records. Either a written letter or a scanned PDF document with original signature is acceptable.

In your request, all of the following information is required:

Full Name as Student	
Former School	
Year of Graduation/Last Year Attended	
Purpose of Request: Employment * College * Military * Personal * Other (please explain)	
Full Name of <u>Person</u> to Send Records To	
College Applying To	
Complete <u>mailing address</u> OR complete <u>email</u> OR preferred <u>fax</u> to send records to	
Current Legal Name of Person Making Request	
Preferred Phone Number of Person Making Request (in case we have questions)	
Signature/Date	

At this time, there is no charge for a copy of your transcript.

Once your request has been received, please allow at least **five (5) business days** for the request to be processed. If school is **not** in session (ex. Winter Recess) or if your request is submitted between June 25 and September 5, it will take at least **seven (7) business days** for your request to be processed.

Fax completed requests to: 518-873-9552

Mail completed requests to:

Boquet Valley Central School Counseling Office
PO Box 158
7530 Court Street
Elizabethtown, NY 12932