



Newton Country Day School of the Sacred Heart

TRANSCRIPT REQUEST FORM

Name and address of student at time of enrollment:

Educating

Women of Courage

and Confidence

since 1880

Dates of attendance and/or year of Upper School graduation:

Signature of student or former student:

(date)

*Signature of parent or guardian
(for students younger than 18):*

(date)

Reason for transcript request:

Mailing address to which transcript is to be sent:

Fax number if the transcript is to be faxed rather than mailed:

Requests for transcripts of a student's grades must be made in writing to Newton Country Day; a signed request may also be faxed to the school (617-965-5313).

An official transcript bears the signature of the Registrar or other senior academic administrator; it also bears an imprint of the school seal. An official transcript is sent only to another institution of education, a scholarship agency or to a school system. An official transcript will always be in a sealed envelope with an official signature across the flap.

An unofficial transcript may be released to a student upon her written request.

Ordinarily requests for transcripts are processed within two weeks of receipt of a signed release form. In keeping with federal law, all transcript requests are acted upon within 45 days of receipt of the signed form. Text of pertinent federal law is available upon request.