

# East Windsor High School

## Transcript Request Policy

### HOW TO REQUEST A TRANSCRIPT

**Current students** may request official or unofficial transcripts by completing the transcript request form available in the School Counseling Office. If you need assistance, please see Mrs. Brown.

**Former students** may request official or unofficial transcripts by following the steps below.

1. Download the Transcript Request Form below.
2. Fill out the form electronically or by hand.
3. Fax the form to 860-623-0389, Attention: Mrs. Brown;  
Email the form to Mrs. Brown at [pbrown@ewct.org](mailto:pbrown@ewct.org); or  
Drop the form off in the main office at East Windsor High School.

Please note the following:

1. Student records, including the academic transcript, are protected by the FERPA Privacy Act. If 18 or older, only the student may request a copy of his or her transcript. - family and friends are not permitted access to student records without the written consent of the student.
2. All transcript requests will be processed within 10 days of your request.

# Alumni Transcript Request Form

East Windsor High School  
76 South Main Street  
East Windsor, CT 06088

Fax: 860-623-0389 Phone: 860-623-4426 Email: pbrown@ewct.org

Date of Request \_\_\_\_\_

Your name: Last (PRINT) \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Please indicate below if you used a different name when you attended EWHS  
i.e. maiden name \_\_\_\_\_

Date of birth (month, day and year) \_\_\_\_\_

If graduated, what year: \_\_\_\_\_ or the year(s) you attended EWHS \_\_\_\_\_

Please choose one:

OFFICIAL copy (signed & raised seal) \_\_\_\_\_

UNOFFICIAL copy \_\_\_\_\_

Please choose one:

Pick up: Available 9:00am – 2:30pm only  
(You will be contacted when transcript is ready.)

**OR**

Send my transcript to: (Be sure to give complete address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\* All transcript requests will be processed within 10 days of your request.

Signature: \_\_\_\_\_

Contact phone number: ( ) \_\_\_\_\_