

C.R.L.S. Transcript Request Form

To obtain a transcript unofficial/official sent to a school or agency on your behalf, please complete this form enclose a \$2.00 processing fee per school or agency (*please do not send cash*) and mail it to: **Cambridge Rindge & Latin School, Transcript Request, 459 Broadway, Cambridge, MA 02138.** Telephone # 617-349-6680 for questions or you can **FAX** any request to 617-349-7790. **Please allow 7 days after receipt for processing. Note: Cambridge residence are exempt from the \$2.00 fee.**

Section 1: Student Information

Today's Date	Maiden Name <small>(Please Print)</small>	Last Name <small>(Please Print)</small>	First Name <small>(Please Print)</small>

Current Street Address <small>(Please Print)</small>	City <small>(Please Print)</small>	State <small>(Please Print)</small>	Zip Code	Phone Number

DATES

Pick one

SCHOOL ATTENDED

Check one

Year of Graduation	Withdrawal	Cambridge High & Latin	Rindge Technical	Cambridge Rindge & Latin	Date of Birth

Section 2: Schools and/or Agencies to receive transcript

School/Agency Name	Street Address	City	State	Zip Code

School/Agency Name	Street Address	City	State	Zip Code

School/Agency Name	Street Address	City	State	Zip Code

FAX UNOFFICIAL TRANSCRIPT ONLY:

School/Agency Name	Contact Person's Name	FAX telephone #

If you require more space, please use the back of form

Check here if you would like us to include any secondary (high school) test scores that may be in your records.

Check here if you would like an unofficial copy of your transcript sent to your home address.

Please note that official transcripts can only be sent to schools or agencies directly in order to maintain the integrity of the document.

Signature <small>By signing you authorize us to release your transcript to the schools/agencies listed above.</small>	Date

Office Use Only

Date Received	Processed Yes or No	Date Processed if Yes	Reason if not processed: <small>Records not located, form incomplete, no fee.</small>	Follow up notes if not processed	Initials