



775 Bay Road  
S. Hamilton, MA 09182  
(p) 978-468-0400 (f) 978-468-0241

## Alumni Transcript Request Form

Please forward requests to Andrea Adamo, Guidance Secretary  
[a.adamo@hwschools.net](mailto:a.adamo@hwschools.net)

### Student Information: (Please type or print clearly, sign and date at the bottom)

Current Name: \_\_\_\_\_  
Last First MI

Former Last Name (If applicable): \_\_\_\_\_

Year of Graduation: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Telephone # \_\_\_\_\_

### Transcript Information: (please allow 3-5 days for processing)

I am requesting:  Student Copy (unofficial transcript), number of copies \_\_\_\_\_  
 Official Copy (in sealed envelope), number of copies \_\_\_\_\_

Email  Mail transcript to me

Email  Mail transcript to the institution(s) indicated below

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

NOTES: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

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