

THOMAS JEFFERSON ARTS ACADEMY
TRANSCRIPT REQUEST

Please complete this form and email to our guidance office secretary, Tiffani Trachtenberg, (trachtenbergti@epsnj.org).

*****PLEASE NOTE – OFFICIAL TRANSCRIPTS MUST BE MAILED DIRECTLY TO THE SCHOOL/EMPLOYER AND **MAY NOT** BE ISSUED TO A GRADUATE OR STUDENT. ONLY TRANSCRIPTS STAMPED UNOFFICIAL MAY BE GIVEN TO THE GRADUATE OR FORMER STUDENT*****

PLEASE PRINT CLEARLY –

NAME _____ TODAY'S DATE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

MAIDEN NAME (IF PRESENTLY MARRIED) _____

DATE OF BIRTH _____ YEAR OF GRADUATION/LEFT _____

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER _____

PLEASE CIRCLE THE HOUSE YOU ATTENDED –

DWYER EDISON HALSEY HAMILTON JEFFERSON EHS/UPPER

TELEPHONE NUMBER _____

EMAIL ADDRESS _____

PLEASE CHECK IF YOU WOULD LIKE UNOFFICIAL TRANSCRIPT EMAILED _____

SCHOOL/EMPLOYER THE TRANSCRIPT IS TO BE MAILED TO. (OFFICIAL TRANSCRIPTS ARE NOT GIVEN TO STUDENTS/GRADUATES.) –

THERE IS A THREE TO FIVE DAY PROCESSING PERIOD FOR TRANSCRIPTS TO BE COMPLETED.