

# Transcript Request Form

For alumni and former students of Westport Central School or Elizabethtown-Lewis Central School, you may obtain an official copy of your transcript (academic record) once a written request has been received.

Per FERPA law, phone and email requests are **not** acceptable as they do not include original signatures. In addition, once a student has turned 18, only the student can request copies of their records. Either a written letter or a scanned PDF document with original signature is acceptable.

In your request, all of the following information is required:

Full Name as Student	
Former School	
Year of Graduation/Last Year Attended	
Purpose of Request: Employment * College * Military * Personal * Other	
Full Name of Person to Send Records To	
Complete Mailing Address OR Complete Email OR Preferred Fax to Send Records To	
Current Legal Name of Person Making Request	
Preferred Phone Number (in case we have questions)	
Signature/Date	

**At this time, there is no charge for a copy of your transcript.**

Once your request has been received, please allow at least **five (5) business days** for the request to be processed. If school is **not** in session (ex. Winter recess) or if your request is submitted between June 25 and September 5, it will take at least **seven (7) business days** for your request to be processed.

Fax completed requests to: 518-873-9552

Mail completed requests to: Boquet Valley Central School \* Counseling Office \* PO Box 158 \* 7530 Court Street \* Elizabethtown, NY 12932

Updated 10/2019