

Portland High School Guidance Department

284 Cumberland Avenue Portland, Maine 04101 Ph: (207) 874-8255 / Fax: (207) 874-8163
CEEB code: 200820 pshs.portlandschools.org

Office of the Registrar – Transcripts
bryane@portlandschools.org

Please be sure to completely fill out this form to avoid any delay in processing.

Allow 3-4 Business Days for Processing
STUDENT INFORMATION

Student ID (if known) _____ Date of Birth: _____

Name: _____ All previous names: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Telephone #: _____

Signature: _____ Date: _____

TRANSCRIPT PROCESSING INFORMATION

Did you graduate? Yes No Graduation Date: _____

If you did not graduate, what was your last year of attendance?: _____

Please send ___ copies of my transcript to:

Attention or Department: _____

University or Business: _____

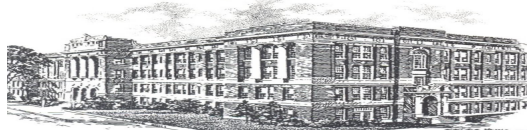
Street Address: _____

City: _____ State: _____ Zip: _____

For additional addresses please attach a separate list

Please return the completed form to bryane@portlandschools.org or drop it in the mail.

Do you want a copy sent to you at the above address? Yes No
bryane@portlandschools.org



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**INFORMATION ON ORDERING AN OFFICIAL
TRANSCRIPT**

The Family Educational Rights and Privacy Act of 1974 requires that all transcript requests be in writing, signed and dated by the person to whom the record belongs. Telephone requests CANNOT be accepted.

- You can assist us in giving speedy, accurate service by providing complete information on your request form. This online form is fillable – **please DO NOT USE your Social Security Number!**
- **After signing and dating your request, send it to the address or fax number at the top of the request form.**
- There is no fee for a transcript.
- The issuance of partial transcripts is strictly prohibited.
- You may pick up the transcripts in person at Portland High School.

*****No cover sheet is needed*****

*****Please do not send this instruction page*****

Getting your Transcripts

All transcripts are being processed and sent via U.S.P.S.

College admission test scores are not included on the transcripts. Students must request these test scores to be sent directly to colleges and universities. This may be done through the websites of the testing agencies, www.act.org and/or www.collegeboard.com.