

## **WHS-OFFICIALTRANSCRIPTREQUEST**

Students who currently attend WHS: Please see your Guidance Counselor

Students who have graduated from WHS:

To have an official transcript sent please provide the following information:

**Print your name at graduation (Maiden name)** \_\_\_\_\_ **(Print Clearly)**

**Date of Birth:** \_\_\_\_\_ **Year of Graduation:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Your current phone number:** \_\_\_\_\_

**\*Please send (choose one):** \_\_\_\_\_ **Official Transcript** \_\_\_\_\_ **Unofficial Transcript**

To the following **college and address** or email:

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**Your Signature:** \_\_\_\_\_

--Official Transcripts are usually mailed from our office DIRECTLY to the organization requesting them.

-- Occasionally, you may prefer to hand deliver them to the college or job yourself. We will give you the transcript in a sealed envelope; **the envelope must remain sealed to remain official**, subject to the discretion of the organization receiving it. There is a 5-7 day processing time.

Please forward the above information to:

[Jessica.florek@woodbridge.k12.nj.us](mailto:Jessica.florek@woodbridge.k12.nj.us)

Mail:

Records

Woodbridge High School

25 Samuel Lupo Place

Woodbridge, NJ 07095

If you have any questions please contact the records secretary at 732-602-8600. If you graduated through Adult School, Received a GED or High School Equivalency, please call NJ Dept of Education.