

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:

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

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.