

BHS TRANSCRIPT REQUEST FORM

(5/1/2011)

Your official high school transcript may be obtained by completing the form below. A transcript is a legal document and this form must have your original signature to release it.

Requests **must** include Processing Fee: **\$ 3.00 for each Transcript requested**

(Cash/Check/Money Order Payable to: Bayonne High School)

Mail Form & Fee(s) to: **Bayonne High School
Attn: Guidance Department
669 Avenue A
Bayonne, NJ 07002**

“I am the person for whom this transcript is requested ”

Signature Required: _____ Date: _____

Phone # _____ *(In case we need to contact you.)*

- Full Name at Graduation: _____ Birth Date: _____
- Year Graduated: _____ If you did not graduate – what years did you attend: _____
- Total Transcripts requested _____ and the complete address of where you want the Transcript(s) mailed:

We will attempt to process all requests as soon as possible. However, the turn around time may take from 5-7 business days upon receipt of completed requests due to the high volume we receive and process daily.

“Night School – Transcript Requests”

If you attended/graduated from the Bayonne Adult Evening High School, you **MUST** now contact the Bayonne Adult Alternative High School in order to obtain your Transcript:

(201) 858-5895 - Monday thru Friday 3:00 PM– 6:00 PM