BHSEC ALUMNI
HIGH SCHOOL TRANSCRIPT REQUEST FORM

DO NOT USE THIS FORM BEFORE READING THIS IMPORTANT NOTE:
The HS transcript is only required on rare occasions. When a college asks for a final transcript, they usually mean the COLLEGE transcript so please do not use this form unless your school specifically requests the HS transcript.

Submit this completed form to the appropriate school:
Manhattan campus:
Bard High School Early College
525 East Houston Street
New York, NY 10002
Phone: 212-995-8479 Ext. 2221

Queens campus:
Bard High School Early College Queens
30-20 Thomson Avenue – 6th Floor
LIC, NY 11101
Phone: 718-361-3133

By Fax:
Attention: Registrar
212-777-4702
Allow 1-2 weeks for processing.

By Fax:
Attention: Registrar
718-361-6742
Allow 1-2 weeks for processing.

Please Print Clearly
Last Name: ____________________________________ First Name: ______________________________
Street____________________________________________________________Apt#_________________
City____________________________________________State________________Zip_____________
Date of Birth_____________________________________
Phone where you can be reached:_________________________________________
E-Mail: ____________________________________

Student Signature: _____________________________________________________________________
Print Clearly the complete name and address of the admissions office or registrar of the institution you will be attending:
_________________________________________________________________________________
_________________________________________________________________________________
(Complete Name of Institution)
_________________________________________________________________________________
(Street Address of the Office of Admission)
_________________________________________________________________________________
(City) (State) (Zip Code)