## THOMAS JEFFERSON ARTS ACADEMY TRANSCRIPT REQUEST

Please complete this form and email to our office secretary, Megan Burke – burkeme@epsnj.org

\*\*\*PLEASE NOTE – OFFICIAL TRANSCRIPTS MUST BE MAILED DIRECTLY TO THE SCHOOL/EMPLOYER AND MAY NOT BE ISSUED TO A GRADUATE OR STUDENT. ONLY TRANSCRIPTS STAMPED UNOFFICIAL MAY BE GIVEN TO THE GRADUATE OR FORMER STUDENT\*\*\*

PLEASE PRINT CLEARLY —	TODAY'S DATE
NAME	
ADDRESS	
CITY	STATE ZIP
MAIDEN NAME (IF PRESENTLY MARRIED)	
DATE OF BIRTH	
LAST 4 DIGITS OF SOCIAL SECURITY NUMBER	
PLEASE CHECK THE HOUSE YOU ATTENDED (IF APPLICAL DWYER ☐ EDISON ☐ HALSEY ☐ HAN	IILTON ☐ JEFFERSON ☐ EHS/UPPER
TELEPHONE NUMBER	
EMAIL ADDRESS	
PLEASE CHECK IF YOU WOULD LIKE UNOFFICIAL TRANS	CRIPT EMAILEDYESNO
SCHOOL/EMPLOYER THE TRANSCRIPT IS TO BE MAILED (OFFICIAL TRANSCRIPTS ARE NOT GIVEN TO STUDENTS	

THERE IS A THREE TO FIVE DAY PROCESSING PERIOD FOR TRANSCRIPTS TO BE COMPLETED.