



# FRANKLIN HIGH SCHOOL, MA

## ALUMNI TRANSCRIPT REQUEST FORM

Print out this form, and fill in your details. When completed return the form to FHS by:

- Fax to (508) 613-1510, Attention: Mrs. Ivy Patten
- Email to: [patteni@franklinps.net](mailto:patteni@franklinps.net)
- Mail to Franklin High School, 218 Oak Street, Franklin, MA 02038 ATT: Mrs. Ivy Patten

You will be notified by email when your request has been processed. There is currently no fee.

**∴ PLEASE ALLOW AT LEAST ONE WEEK FOR YOUR REQUEST TO BE PROCESSED ∴**

Student's full name at time of attendance (maiden name) First Middle Last	
Person requesting transcript:	_____ Self _____ Parent(name)_____
Student's Date of Birth:	mm/dd/yy _____
Year student graduated (or withdrew):	<input type="radio"/> I graduated (year)_____ <input type="radio"/> I withdrew (year)_____
Were you an Out of District/BICO/or ALP student?	___No ___Yes(which?)_____
What is the reason that you need your transcript:	____Current school not a good fit _____To apply to a college ____Current school too costly _____For a job/background check ____To attend school closer to home _____Other (please specify) _____
How many copies are you requesting? Circle one	1 2 3 4 5 6 more_____
Your phone number in case we have a question:	
Your Email address for notification:	

### Where/how would you like your Official Transcript(s) sent?

\_\_\_\_\_ Please email my transcripts to:\_\_\_\_\_

\_\_\_\_\_ I would like to pick up my transcripts. Please email me when they are ready for pickup.

\_\_\_\_\_ Please mail a sealed hard copy of my official transcripts to the following schools/locations:

List school, or employer name(s) and address(es) below. Use another sheet if necessary. If you want a copy mailed to you at home, please list your home address.

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Your Signature:\_\_\_\_\_ Date\_\_\_\_\_

**Questions? Call the FHS Registrar at (508) 613-1424**

218 OAK STREET, FRANKLIN, MASSACHUSETTS 02038

[HTTPS://WWW.FRANKLINPS.NET/FHS](https://www.franklinps.net/fhs)

PHONE: 508-613-1400

MAIN OFFICE FAX: 508-613-1511