Records Request Instructions:

Please follow the instructions below to request records such as transcripts, and letters for proof of graduation and proof of attendance.

Requests must be filled out on the “Student Records Request Form”. You can access this form on our school’s homepage at www.whsad.org under the link called “Transcript & Records Request” on the right sidebar of the website. You may also pick up a hard copy of this form from our main office, located in Room 230. Please fill this form out completely. Any missing information will delay the processing of your request.

A legible proof of ID must also be submitted with the form. Requests with missing or illegible proof of ID will not be processed.

You may drop off the completed form and copy of ID in person at our main office, located in Room 230. Or you may fax the completed form and copy of ID to 718-486-2580. Be sure to write the words “records request” on all pages of your submission.

Allow two weeks for the request to be processed.

These instructions can also be found online; please visit our webpage to access both the form and instructions. Thank you.
Please use blue or black ink only. Valid proof of identification will be required. Please allow up to five (5) business days for processing.

### Section 1: Biographical Information

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Maiden Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date of Birth

NYCDOE Student ID (9-digit)

Telephone Number

Email Address

### Section 2: High School Information

<table>
<thead>
<tr>
<th>Name of Last NYC High School Attended</th>
<th>Are you a HS graduate from a NYC public school? Circle one.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YES</td>
</tr>
</tbody>
</table>

School Address

Is this school still open? Circle one. YES | NO

Years of attendance

TYPE OF RECORD(S) REQUESTED (check all that apply):

- Transcript
- Proof of Graduation
- Confirmation of Diploma
- Letter of Attendance

### Section 3: Mailing Information

<table>
<thead>
<tr>
<th>Address #1</th>
<th>Full Name of Individual and/ or Organization</th>
<th>Apt or Suite Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mailing Address (House Number, Street Name)

City

State

Zip Code

<table>
<thead>
<tr>
<th>Address #2</th>
<th>Full Name of Individual and/ or Organization</th>
<th>Apt or Suite Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mailing Address (House Number, Street Name)

City

State

Zip Code

### Section 4: Signature

This form must be signed by an individual 18 years of age or older. If student is under 18 years of age, this form must be signed by the student’s parent or legal guardian.

Signature

Date

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1 A family member, parent, or guardian submitting this form on a student’s behalf must provide proof of relationship with the student and include a valid proof of identification with submission.