

Bay Shore School District  
Bay Shore, New York 11706

Directions for Requesting a Transcript

A parent can request a transcript for their child if the student has not graduated and under the age of 18. **If the student has graduated or is over the age of 18, he/she must make the request for information.**

You can mail the request to: Bay Shore High School Guidance  
155 Third Avenue  
Bay Shore, New York 11706

OR

Fax the request to: 631-968-1182

OR

Come in person and sign the attached release. There is no charge for this service. The information will be released to you in about 3 to 5 days. Our archives are in another location, so research for your information might be needed.

If you have any questions, please call 631-968-1171

Pupil Records Office  
Bay Shore High School Guidance Office  
631-968-1171  
Fax: 631-968-1182

**Transcript Release Form**  
PLEASE PRINT ALL INFORMATION

Your Name\_\_\_\_\_

Women: Please provide Maiden name used while at Bay Shore High School

Date of Birth\_\_\_\_\_

Address\_\_\_\_\_

Phone #\_\_\_\_\_ Cell #\_\_\_\_\_

E-Mail Address\_\_\_\_\_

Year of Graduation\_\_\_\_\_ **OR** Year you withdrew\_\_\_\_\_

Please check whatever applies:    ☐ Transcript        ☐ Health Records

☐ Attendance Verification Letter        ☐ SAT/ACT Scores

**To have the information sent to a college:**

College Name\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

**To have the information sent to you or any place other than a college:**

Name\_\_\_\_\_

Address\_\_\_\_\_

Transcript sent directly to you will be stamped *UNOFFICIAL STUDENT TRANSCRIPT*

Student Signature\_\_\_\_\_ If over 18    Date\_\_\_\_\_

Parent Signature\_\_\_\_\_ If under 18    Date\_\_\_\_\_

Date Mailed\_\_\_\_\_

Secretary's Initials\_\_\_\_\_