

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 _____