**MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**
**ALUMNI TRANSCRIPT REQUEST FORM**

- Transcripts are issued only upon written request by the alumni.
- An "Official" transcript is mailed directly to the institution, agency or employer designated by the alumni and bears the impression of the school seal. (Must remain in sealed envelope until delivery)
- An "Unofficial" transcript can be sent directly to the alumni/student upon written request. An unofficial transcript does not have the school seal. (May be opened/faxed) *Most schools do not accept faxed transcripts as "Official"*

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Today's Date: _____/_____/_____ Date of Birth: _____/_____/_____

Name: _____
First Middle Last

Maiden/Former Name: _____ Year of Graduation: _____

*OR*

Telephone Number: _____ Dates of Attendance: _____

Email: _____@_____

*I would like a copy of my High School Transcript sent to the following address:*

_____
Name of School/Employer/Agency/etc.

_____
Number Street

_____
City State Zip Code

_____
School/Employer/Agency Fax #

***Signature:*** _____

Please ***Circle*** Which Transcript You Are Requesting: ***Official Transcript*** ***Unofficial Transcript***

Please fill out this form and mail or fax to:

Montachusett Regional Vocational Technical School District
Attn: Student Support Services
1050 Westminster Street
Fitchburg, MA 01420
***OR***
Fax: 978-345-9166

Office Use Only
( ) Faxed ( ) Picked up ( ) Mailed
Date:_____