

**EAST ORANGE SCHOOL DISTRICT
CICELY L. TYSON COMMUNITY SCHOOL OF
PERFORMING AND FINE ARTS**
35 Winans Avenue
East Orange, New Jersey 07017
Phone (973) 414-8600 Fax (973) 395-3888
www.eastorange.k12.nj.us

TRANSCRIPT REQUEST FORM
PLEASE PRINT CLEARLY

ALL REQUESTS WILL BE PROCESSED 3-5 BUSINESS DAYS UPON RECEIPT OF FORM AND PAYMENT.

EACH TRANSCRIPT REQUESTED WILL COST \$2.00, IN EXACT AMOUNT, CASH OR MONEY ORDER, AND CAN BE BROUGHT IN PERSON OR SENT THROUGH THE MAIL.

ALL OFFICIAL TRANSCRIPTS WILL BE MAILED DIRECTLY TO THE COLLEGES, BUSINESSES AND/OR INSTITUTIONS AS YOU INDICATE ON THIS FORM.

ALL UNOFFICIAL TRANSCRIPTS WILL BE MAILED DIRECTLY TO THE FORMER STUDENT TO THE ADDRESS AS YOU INDICATE ON THIS FORM.

YOUR INFORMATION

| | | |
|----------------|---------------|--|
| _____ | _____ | _____ |
| FIRST NAME | LAST NAME | MAIDEN NAME (IF APPLICABLE) |
| _____ | _____ | _____ |
| TODAY'S DATE | DATE OF BIRTH | YEAR OF GRADUATION (OR LAST ATTENDANCE) |
| _____ | _____ | |
| CONTACT NUMBER | EMAIL ADDRESS | |

TYPE OF TRANSCRIPT

OFFICIAL UNOFFICIAL
NO. OF TRANSCRIPTS: _____ (@ \$2.00 EACH) NO. OF TRANSCRIPTS: _____ (@ \$2.00 EACH)

WHERE TO SEND TRANSCRIPTS

COLLEGE/BUSINESS/INSTITUTION NAME: _____

DEPARTMENT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT'S NAME: _____

CONTACTS'S FAX NUMBER: _____ CONTACT'S PHONE NUMBER: _____

**“Rising to a Standard of Excellence”
(Together We Can Do So Much)**