



Cold Spring Harbor Junior/Senior High School

COLD SPRING HARBOR CENTRAL SCHOOL DISTRICT
82 TURKEY LANE
COLD SPRING HARBOR, NEW YORK 11724-1799
(631) 692-8600 - FAX (631) 692-8016 - www.csh.k12.ny.us

Daniel J. Danbusky
Principal
Michelle Lempenski
Assistant Principal
Caitlyn R. Harman
Assistant Principal

Alumni Transcript Request Form

To request a transcript, send this form to the Counseling Center at the above address. Please allow **5-10 business days** from the time it arrives in our office for processing. We will make every effort to honor deadline indicated.

Form must be signed to be processed. *

PRINT YOUR NAME AND ADDRESS HERE:

Last Name:	First Name:
Last Name at time of HS Graduation:	Year of Graduation:
Present Address:	Date of Birth:
Telephone #:	Gender: M F
Email Address:	

Please check either official or unofficial:

SEND ☐ **OFFICIAL** ☐ **UNOFFICIAL TRANSCRIPT TO:**

College/Person/Company/Office:
Address:
Deadline Date:

***SIGNATURE:** _____ **Today's Date:** _____

If you are submitting this form via email, please sent to: tgroeninger@csh.k12.ny.us
or dmezzapesa@csh.k12.ny.us

If you prefer to pick up your transcript at CHS, please check here. _____
We will call you when ready.

For Office use: Date Sent _____