

**Orange High School
Guidance Department**

Transcript Request for Former Students

Official Transcripts may only be requested by the student and must be mailed to the recipient. Students may not pick up official transcripts from Orange High School Guidance Department. Please submit \$5.00 money order for each requested transcript. Please make money order payable to Orange High School Guidance Department. No cash, checks or credit card payments will be accepted. Please allow up to 10 working days for the request to be completed. Transcript request will not be processed without a signature.

Please mail completed transcript request to:

Orange High School
Guidance Department
400 Lincoln Avenue
Orange, NJ 07050
Phone (973) 677-4060

Date of Request: _____

Student Name: _____

Maiden Name: _____

Daytime Phone: _____ Date of Birth: _____

Year of Graduation/ Withdrawal: **(Circle one)** _____

Student Current Address: _____

Please send my transcript to the following address:

Name of Organization: _____

Address/P.O. Box: _____

City, State & Zip Code: _____

Number of Transcripts Requested: _____

Student Signature: _____

FOR OFFICE USE ONLY:

Money Order Number: _____

Total Amount: _____ Staff Initials: _____