

**PROCEDURE FOR REQUESTING TRANSCRIPTS FROM THE GUILFORD PUBLIC  
SCHOOLS**  
(updated March 16, 2005)

In order to process a request for a high school transcript, you must complete a **POSTGRADUATE RECORD TRANSFER REQUEST FORM**. The [two-page form](#) (landscaped) can be downloaded from the Guilford Public Schools web site in Adobe Acrobat Reader. (Adobe Acrobat Reader can be downloaded free from [adobe.com](http://adobe.com).)

In addition, it will be necessary for you to comply with the current policy on records. The policy is indicated below for your convenience. Upon your compliance of the necessary requirements, we will be pleased to process your request.

1. All students requesting this service must complete and sign a **POSTGRADUATE RECORD TRANSFER REQUEST FORM** for each request. Special Education records require a separate form be filled out and signed. (See second page of the **POSTGRADUATE RECORD TRANSFER REQUEST FORM**.)
2. Transcripts will be handled on a first-come, first-serve basis. Turnaround time on requests can be expected within five working days. Urgent requests will be considered in view of the current workload.
3. No telephone requests will be honored.
4. Requests for transcripts to be sent to any person at a private address must be accompanied by proof of identify, in addition to the required **POSTGRADUATE RECORD TRANSFER REQUEST FORM**. Identification can be made with a photocopy of any of the following:

**Birth Certificate**

**Valid Driver's License**

**Majority Card**

**Any other legal document verifying personal identity**

5. Adults presenting themselves in person must provide personal identification when requesting transcripts.
6. Transcripts sent to the individual at his/her home or business address will be stamped "UNOFFICIAL."
7. The cost for each transcript requested is \$2.50. Other charges are subject to the current established rate schedule for educational materials. Please make checks payable to "Guilford Board of Education."
8. All requests for records are subject to Board Policy 5222: Student Records; Confidentiality.

## **Guilford Public Schools**

**Return completed and signed request forms with payment to:**

**Judith Limoncelli  
Transcript Requests  
Guilford Public Schools  
P.O. Box 367  
Guilford, CT 06437**

**If you have any questions or need further information, please contact Mrs. Limoncelli at (203) 453-8200.**

**\*\*Please be advised that most post-secondary institutions require students to have their College Board scores forwarded directly from Education Testing Service to the college of their choice. This process may be accomplished by calling ETS directly or by obtaining a special request card available from the Guidance Department at Guilford High School. The fee for this service will be assumed by the applicant.**