

OFFICIAL TRANSCRIPT REQUEST

STUDENTS WHO CURRENTLY ATTEND JFK: Please see your Guidance Counselor.

STUDENTS WHO HAVE GRADUATED FROM JFK:

To have an official transcript sent,
please provide the following:

Print your name at graduation _____ **(Print clearly)**

Date of Birth: _____ **Year of Graduation:** _____

Your current phone number: _____

“Please send(choose): _____ **Official Transcript** _____ **Unofficial Transcript**
To the following address:

Your Signature: _____

-- Official Transcripts are usually mailed from our office DIRECTLY to the organization requesting them.
-- Occasionally, you may prefer to hand deliver them to the college or job yourself. We will give you the transcript in a sealed envelope; the **envelope must remain sealed to remain official**, subject to the discretion of the organization receiving it.

Please forward the above information to:

(mail:)
Records Clerk
John F. Kennedy Memorial High School
200 Washington Avenue
Iselin, NJ 08830

(fax:)
Attn: Records Clerk
732-634-1112

If you have questions, contact the Records Clerk during regular school hours at 732-602-3501.