

**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.