

# Westborough High School

## School Counseling Department

90 West Main Street, Westborough, MA 01581

Telephone: (508) 836-7720 Fax: (508) 836-7723



## Alumni Transcript Request

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Name at the time of Graduation (if different): \_\_\_\_\_

Current Address: \_\_\_\_\_

Current Phone: \_\_\_\_\_

Current Email: \_\_\_\_\_

I will pick up in person

Or

If you require your transcript to be mailed please provide our office with an addressed envelope with postage for each location you are requesting it be sent to.

I would like to have my official high school transcript sent to the following location:

Name of College/Company/Individual: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**There is a \$5.00 processing fee for each transcript. Please enclose cash, check or money order made payable to Westborough High School. You must also enclose a photocopy of a government issued ID (i.e. driver's license, passport, non-driver ID, etc.)**

By signing this release, I am allowing the information requested to be sent to the location(s) named above.

\_\_\_\_\_  
Signature

**Please be advised that requests may take up to three school days to process.**

### For Office Use Only

Thank you,  
Westborough High School  
School Counseling Department

Received by: \_\_\_\_\_

Identification received: \_\_\_\_\_

Date processed: \_\_\_\_\_

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that "the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth," and under M.G.L.c71, s.34F which directs that "the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times." 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal state statutes regarding maintenance of and access to student records, and is to be construed harmoniously with such statuses.